MONTREAT COLLEGE

Academic Catalog

2011-2012

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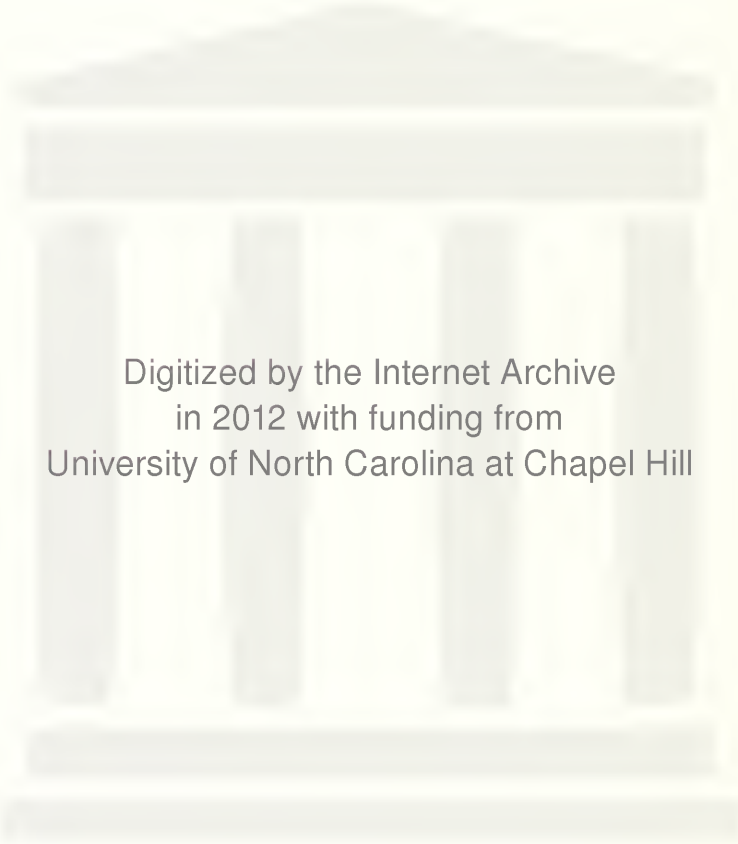

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Montreat College
2011 – 2012 Academic Catalog

Published by Montreat College, Montreat, NC 28757. The catalog is available online at www.montreat.edu.

Montreat College

This catalog provides general information about Montreat College and summarizes important information about the College's policies, requirements for graduation, regulations and procedures. It is not intended to establish, nor does it establish, a contractual relationship with students. Rather, the catalog is published to acquaint students with information that will be helpful to them during their college careers.

It is necessary in the general administration of the College to establish requirements and regulations governing the granting of degrees. Academic advisors, department chairs, and academic staff members are available to aid students in understanding these requirements and regulations. It is the student's responsibility, however, to meet them. Students are urged to keep this catalog as a reference.

Changes in curricular requirements may occur during catalog publications. Students will be informed of such changes. When this occurs, students may follow the requirements in effect at the time they entered Montreat College, or they may petition to follow the changed requirements. Students must choose to follow one catalog or the other; they may not pick and choose from the various requirements outlined in two or more catalogs. Reasonable substitutions will be made for discontinued and changed courses.

Information in the catalog is considered to be an accurate representation of Montreat College policy as of the date of publication. The College reserves the right to make such changes in educational and financial policy as the college's Faculty, Administration and/or Board of Trustees may deem consonant with sound academic and fiscal practice. The College has made a good faith effort to avoid typographical errors and other errors in the statements of policy and degree requirements as published. In any case, erroneous catalog statements do not take precedence over properly adopted policies. Please see the College website at www.montreat.edu for the most updated version of the catalog.

As an institution in the Presbyterian and Reformed tradition, the College seeks to treat all persons equally and emphasizes the dignity and worth of the individual. In compliance with Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with

Disabilities Act, Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, disability, military service, color, religion, sex, age, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrative programs.

In accordance with federal and state statutes, Montreat College is committed to maintaining a community that is free from sexual harassment and all forms of sexual intimidation, exploitation, coercion, and violence. The Associate Dean of Academics and Institutional Effectiveness is designated as the Title IX Coordinator. Inquiries concerning the College's policies, compliance with applicable laws, statutes, and complaints may be directed to the Associate Dean of Academics and Institutional Effectiveness, Montreat College, P.O. Box 1267, Montreat, NC 28757, (828) 669-8012 (ext. 3623).

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Visit us online: www.montreat.edu

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Academic Calendar

Fall 2011 Semester

Fall semester payment or payment plan due ..... August 8
Last day to apply for fall admission ..... August 12
Student leadership workshop ..... August 14–19
New Student Check-In, 8 a.m. to 11 a.m. (required) ..... August 19
New students move into residence halls ..... August 19
New Student Orientation ..... August 19–22
New Student Late Arrivals Check-In begins at 1 p.m. ..... August 22
($100 Penalty)
Continuing Student Check-In, 1 p.m. to 3:30 p.m. (required) ..... August 22
Continuing Student Late Arrivals Check-In begins ..... August 22
($100 penalty)
Classes begin at 8 a.m. ..... August 23
Opening Convocation at 11 a.m. ..... August 23
Computer Competency Exam (CS 102E) at 3 p.m. ..... August 29
Last day to add a course ..... August 30
Drop a course with a grade of "W" begins ..... August 31
Constitution Day Commemoration ..... September 16
Community Day ..... September 20
Homecoming ..... September 30–October 1
Last day to apply for December graduation ..... October 3
Board of Trustees meeting ..... October 13–14
Midterm/Fall break begins after last class ..... October 19
(Residence halls close at 5 p.m.)
Residence halls reopen at 7 p.m. ..... October 23
Classes resume at 8 a.m. ..... October 24
Crossroads ..... October 24–28
Drop a course with a grade of "WF" begins ..... October 28
Advisement Week ..... October 31–November 4
Seniors reserve Spring 2012 classes ..... November 7–11
Board of Visitors meeting ..... November 11–12
Continuing Students reserve Spring 2012 classes ..... November 14–18
Continuing student late reservations ($50 penalty) ..... November 21
Thanksgiving break begins after last class ..... November 22
(Residence halls close at 5 p.m.)
Residence halls reopen at 7 p.m. ..... November 28
Classes resume at 8 a.m. (following a Monday schedule) ..... November 29
Last day of class ..... December 9
Final exams begin at 8 a.m. ..... December 12–15
Christmas vacation begins after last exam ..... December 15
(Residence halls close at 5 p.m.)
Last day to apply for Spring admission ..... December 16
Commencement Ceremony at 2 p.m. ..... December 17
College offices closed for Christmas holidays ..... December 23–January 2
Fall grades of Incomplete (I) convert to Failing (F) ..... January 27

Spring 2012 Semester

Spring semester payment or payment plan due ..... January 2
Arrival of new students ..... January 9
New Student Check-In 2 p.m. to 4 p.m. (required)..... January 9
New Student Orientation.....January 9–10
Continuing Student Check-In 1 p.m. to 3:30 p.m. (required)..... January 10
New Student Late Arrivals Check-in begins ..... January 10
($100 penalty)
Continuing Student Late Arrivals Check-in begins ..... January 11
($100 penalty)
Classes begin at 8 a.m. ..... January 11
Opening Convocation at 11 a.m. ..... January 12
Computer Competency Exam (CS 102E) at 3 p.m. ..... January 13
Martin Luther King Day (College closed) ..... January 16
Last day to add a course ..... January 18
Drop a course with a grade of "W" begins ..... January 19
Last day to apply for May graduation..... March 1
Midterm ..... March 7
Spring break begins after last class ..... March 9
(Residence halls close at 5 p.m.)
Residence halls reopen at 7 p.m. ..... March 18
Classes resume at 8 a.m. ..... March 19
Drop a course with a grade of "WF" begins ..... March 20
Advisement..... March 19–23
Seniors reserve Fall & Summer 2012 classes ..... March 26–30
Continuing students reserve Fall & Summer 2012 classes..... April 2– 5
Easter break begins after last class (Residence halls close at 5 p.m.) ..... April 5
Residence halls reopen at 7 p.m. ..... April 9
Classes resume at 8 a.m. (following a Monday schedule)..... April 10
Current students may reserve current room Fall 2012..... April 10–13
Current student room draw (room selection at 9 p.m.) ..... April 13
Board of Trustees meeting ..... April 19–20
Honors Convocation ..... April 24
Last day of class..... May 4
Registration/payment deadline for May Term classes.....May 4
Final exams begin at 8 a.m.....May 7–10
Spring Commencement at 2 p.m. ..... May 12
Faculty In-Service ..... May 1
May Term ..... May 16–June 6
Last day to drop a class for May Term (12:30 p.m. deadline)..... May 18
Payment for Summer classes due..... May 18
College offices closed for Memorial Day..... May 28
Last day to apply for August graduation ..... June 1
Spring grades of Incomplete (I) convert to Failing (F)..... June 22

Fall 2012 Semester

Fall semester payment or payment plan due ..... August 6
Last day to apply for fall admission ..... August 10
Student leadership workshop ..... August 12–17
New Student Check-In, 8 a.m. to 11 a.m. (required) ..... August 17
New students move into residence halls ..... August 17
New Student Orientation ..... August 17–20
New Student Late Arrivals Check-In begins at 1 p.m. ..... August 20
($100 Penalty)
Continuing Student Check-In, 1 p.m. to 3:30 p.m. (required) ..... August 20
Continuing Student Late Arrivals Check-In begins ..... August 20
($100 penalty)
Classes begin at 8 a.m. ..... August 21
Opening convocation at 11 a.m. ..... August 21
Computer Competency Exam (CS 102E) at 3 p.m. ..... August 27
Last day to add a course ..... August 28
Drop a course with a grade of "W" ..... August 29
Constitution Day Commemoration ..... September 17
Community Day ..... September 18
Last day to apply for December graduation ..... October 1
Homecoming ..... October 5-6
Fall break begins after last class ..... October 1
(Residence halls close at 5 p.m.)
Residence halls reopen at 7 p.m. ..... October 14
Classes resume at 8 a.m. ..... October 15
Midterm ..... October 17
Board of Trustees meeting ..... October 18–19
Crossroads ..... October 22–26
Drop a course with a grade of "WF" begins ..... October 26
Advisement Week ..... October 29–November 2
Seniors reserve Spring 2012 classes ..... November 5–9
Board of Visitors meeting ..... November 9–10
Continuing Students reserve Spring 2012 classes ..... November 12–16
Continuing student late reservations ($50 penalty) ..... November 19
Thanksgiving break begins after last class ..... November 20
(Residence halls close at 5 p.m.)
Residence halls reopen at 7 p.m. ..... November 26
Classes resume at 8 a.m. (following a Monday schedule) ..... November 27
Last day of class ..... December 7
Final exams begin at 8 a.m. ..... December 10–13
Christmas vacation begins after last exam ..... December 13
(Residence halls close at 5 p.m.)
Commencement Ceremony at 2 p.m. ..... December 15
College offices closed for Christmas holidays ..... December 21–January1
Last day to apply for Spring admission ..... December 31
Fall grades of Incomplete (I) convert to Failing (F) ..... January 25

Spring 2013 Semester

Spring semester payment or payment plan due ..... January 2
Arrival of new students ..... January 7
New Student Check-In 2 p.m. to 4 p.m. (required)..... January 7
New Student Orientation..... January 7–9
Continuing Student Check-In 1 p.m. to 3:30 pm (required)..... January 8
New Student Late Arrivals Check-in begins..... January 8
($100 penalty)
Continuing Student Late Arrivals Check-in begins ..... January 9
($100 penalty)
Classes begin at 8 a.m. ..... January 9
Opening Convocation at 11 a.m. ..... January 10
Computer Competency Exam (CS 102E) at 3 p.m. ..... January 11
Last day to add a course ..... January 16
Drop a course with a grade of "W" begins ..... January 17
Martin Luther King Day (College closed) ..... January 21
Last day to apply for May graduation ..... March 1
Midterm ..... March 6
Spring break begins after last class ..... March 8
(Residence halls close at 5 p.m.)
Residence halls reopen at 7 p.m. ..... March 17
Classes resume at 8 a.m. ..... March 18
Advisement..... March 18–22
Drop a course with a grade of "WF" begins ..... March 19
Seniors reserve Fall & Summer 2012 classes ..... March 25–28
Easter break begins after last class ..... March 28
(Residence halls close at 5 p.m.)
Residence halls reopen at 7 p.m. ..... April 1
Classes resume at 8 a.m. (following a Monday schedule)..... April 2
Continuing students reserve Fall & Summer 2012 classes..... April 2–5
Current students may reserve current room Fall 2012..... April 9–12
Current student room draw (room selection at 9 p.m.)..... April 12
Honors Convocation ..... April 23
Board of Trustees meeting ..... April 25–26
Last day of class..... May 3
Registration/payment deadline for May Term classes ..... May 3
Final exams begin at 8 a.m.....May 6–9
Spring Commencement at 2 p.m. ..... May 11
May Term.....May 15–June 5
Last day to drop a class May Term (12:30 p.m. deadline)..... May 17
Payment for Summer classes due ..... May 17
College offices closed for Memorial Day..... May 27
Last day to apply for August graduation ..... June 3
Spring grades of Incomplete (I) convert to Failing (F)..... June 21

ABOUT MONTREAT COLLEGE

At Montreat College, a student's experience is enhanced by an education of value, grounded in a strong liberal arts core, taught by outstanding Christian faculty, and prized by employers and graduate schools. Students benefit from Montreat's small classes where their opinions matter and they grow through one-on-one interaction with professors and classmates. Studies challenge them to integrate faith and learning while considering subjects in ways never thought possible. Hands-on experiences in the majors (internships, field studies, mission programs, community service, and independent research) enable students to gain practical career and life preparation.

Montreat College enrollment is growing. Total enrollment is approximately 490 in the School of Arts and Sciences on the Montreat campus and 585 in the off-campus School of Professional and Adult Studies. The student body represents approximately thirty states and ten countries. The natural beauty of the Montreat campus calms the spirit and awakens the senses. In a diverse, multicultural environment, students learn how to investigate the unfamiliar, think critically, and communicate and clarify their ideas. In the process, they develop the skills, personal values, and faith to take their place in the world with confidence.

Montreat College welcomes students of many denominations and cultural backgrounds, including students from all corners of the world. In the residence hall or over dinner at a professor's house, students find themselves sharing perspectives and exchanging ideas. The distinct spirit of community goes beyond the faculty, staff, and students and extends to visiting Christian conference members and residents of the town of Montreat and neighboring Black Mountain as well as to the "cottagers" who vacation here throughout the seasons.

Montreat College is also a place where students can set themselves apart through an extraordinary range of leadership opportunities on the Montreat Campus. A nationally recognized Discovery Wilderness Program takes advantage of the mountain location and offers a unique twenty-one-day adventure for academic credit. An on-campus leadership laboratory, the Backcountry program provides students with the chance to get hands-on experience and a place to use their skills and knowledge in real settings. Outdoor recreation opportunities ranging from hiking to whitewater adventures to snow skiing are available to students. Students can also choose from a variety of off-campus volunteer service opportunities such as nursing homes, churches, children's homes, and shelters.

Montreat College is a member of the Appalachian Athletic Conference (AAC) of the National Association of Intercollegiate Athletics (NAIA). Men compete in baseball, basketball, cross country, golf, track and field, and soccer. Women

compete in basketball, cross country, golf, track and field, soccer, softball, and volleyball. Students also enjoy an active intramural program where exciting competition takes place throughout the year.

Montreat College includes campuses in Montreat (the main campus), Black Mountain, Asheville, and Charlotte. The School of Professional and Adult Studies seeks to provide adult students a Christ-centered education through evening classes. Classes are conducted on the Black Mountain, Asheville, and Charlotte campuses, and various other North Carolina locations.

The School of Professional and Adult Studies is designed especially for the adult learner who has completed some college work and desires to finish a degree in an accelerated program by attending class one night per week. Through this School, the College offers Associate in Science (AS), Bachelor of Business Administration (BBA), Bachelor of Science in Management (BSM), Bachelor of Science in Nursing (RN to BSN), Master of Arts in Education (MAEd), Master of Business Administration (MBA) and Master of Science in Management and Leadership (MSML) degrees.

HISTORY

The beauty and tranquility of the Blue Ridge Mountains led Congregationalist minister John C. Collins to form the Mountain Retreat Association in 1897 "for the encouragement of Christian work and living through Christian convention, public worship, missionary work, schools, and libraries." By 1907, J. R. Howerton of Charlotte, NC, conceived and carried out the idea of purchasing Montreat for the Presbyterian Church in the United States. Then, in 1913, Dr. Robert C. Anderson, president of the Mountain Retreat Association, proposed that the grounds and facilities of the Association be used for a school during the academic year. In 1915, the General Assembly decreed "that the property of the Mountain Retreat Association be used for a Normal School and that the establishment of the school be referred to the Synods".

The Synods of Appalachia, Georgia, Alabama, North Carolina, Tennessee, and Virginia elected trustees who met in Montreat on May 2, 1916, and elected Dr. Robert F. Campbell of Asheville, NC, chairman, Mr. W. T. Thompson Jr. of Knoxville, TN, secretary, and Ruling Elder T. S. Morrison of Asheville, NC, treasurer. The Montreat Normal School, a four-year preparatory and two-year college combination, opened its first session in October 1916 with eight students. Montreat Normal School continued to grow over the years. Throughout times of war, economic fluctuations, and rapid social change, the school sought to provide a Christian setting in which to prepare young women to become teachers.

In 1934, during Dr. Robert C. Anderson's tenure as president, Montreat Normal School (College Department) was renamed Montreat College. The College grew as its academic program expanded. It began a four-year degree

program in 1945. After 14 years as a four-year women's college, the College was restructured in 1959 as a coeducational junior college and was given a new name, Montreat-Anderson College.

In 1986, the College Board of Trustees, realizing the demands and changing circumstances in higher education, made the decision to become again a baccalaureate institution. The dream of its first president, Dr. Anderson, was for the College to serve as an accredited baccalaureate institution. The College has realized that dream. It returned to the original name of Montreat College in August of 1995, sharing the original vision and identity. The change reflects the Montreat College of today, a four-year college with several growing campuses and a graduate program.

Montreat College's School of Professional and Adult Studies began offering classes on September 19, 1994. The College's Charlotte campus was officially opened on September 11, 1995, and the Asheville campus held its grand opening on October 8, 1996. Montreat College purchased 72 acres of land with 21 buildings in Black Mountain in the summer of 2001, resulting in a total of four Montreat College campuses.

In June 1998 Montreat College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools as a level three institution to offer the master's degree in business administration. Since then Montreat College has added three more master's degrees to its program offerings: the Master of Arts in Education, the Master of Science in Management and Leadership, and the Master of Science in Environmental Education, which was the first graduate program in the School of Arts in Sciences.

The presidents of the College have been Dr. Robert Campbell Anderson, 1916–1947; Dr. J. Rupert McGregor, 1947–1957; Dr. Calvin Grier Davis, 1959–1972; Dr. Silas M. Vaughn, 1972–1991; Mr. William W. Hurt, 1991–2002; Dr. John S. Lindberg, 2002–2003; Dr. Dan Struble, 2004–present.

CAMPUS LOCATIONS

Montreat College is located in the beautiful Blue Ridge Mountains of western North Carolina. The scenic main campus is nestled into sloping woods just 15 miles east of Asheville, NC, and three miles from I-40. Students enjoy the proximity of Asheville, one of North Carolina's most architecturally and culturally diverse cities. Adjacent to Montreat is the historic town of Black Mountain, with picturesque avenues, stores, and restaurants.

The climate is widely recognized as one of the world's finest, and the region has been a major summer and fall vacation area for years. A number of ski resorts are located within easy travel from the campus, making the area a winter favorite also.

Montreat College's main campus is set in the mountain valley town of Montreat. The tree-filled campus contains many small streams. Students enjoy living in the beautiful mountain stone residence halls that provide views of the mountains surrounding the campus. Two men's residence halls and two women's residence halls house more than 75 percent of the main campus student body. A complete facilities listing is available in the back of this catalog in the Facilities Directory.

Montreat College's School of Professional and Adult Studies has permanent campus facilities located in Charlotte, Asheville, and Black Mountain, NC. The Charlotte campus, located at 5200 77-Center Drive, is centrally located near Tyvola Road and I-77 and is easily accessible from anywhere in the city. Located at 330 Ridgefield Court in the Ridgefield Business Center, the Asheville campus is located in a growing section of the city, near the Biltmore Square Mall, off I-26. Both campuses are convenient and practical, having been designed with the adult student in mind.

In addition to Montreat College's permanent campus facilities in Charlotte, Asheville, and Black Mountain, the School of Professional and Adult Studies holds classes in various other North Carolina locations.

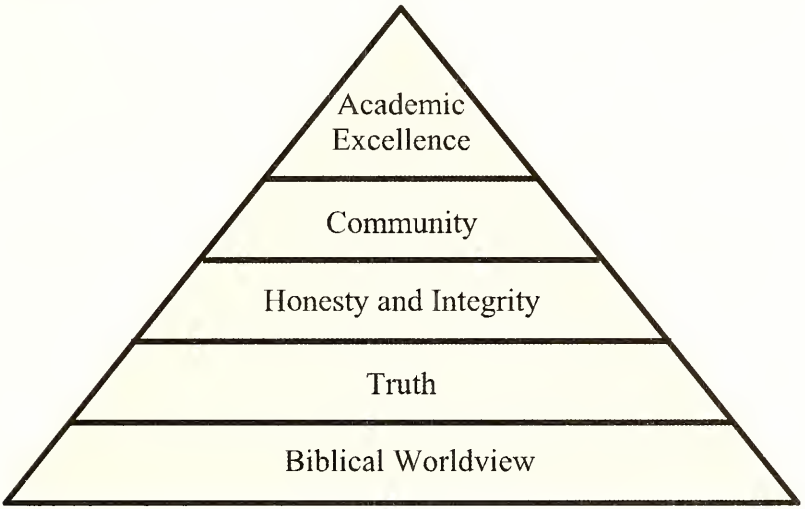
MISSION

Christ-Centered, Student-Focused, Service-Driven: Equipping agents of transformation, renewal, and reconciliation.

VISION

Montreat College seeks to become a leading provider of Christ-centered higher education, enriching lives through engagement in its communities and by promoting responsible growth, culture, and spiritual life.

VALUES



Academic Excellence—as measured in student learning outcomes.

Community—we are called to be the Body of Christ; we must demonstrate the richness of life in loving community.

Honesty and Integrity—these are foundational to a trusting community; we must live our motto "to be rather than to seem."

Truth—we must seek and communicate the truth.

Biblical Worldview—we must prepare students to approach all of life consistently from a Christian, biblically grounded worldview. Christ is the rock on which Montreat College is built, and the Bible is our authoritative guide to His truth.

MONTREAT COLLEGE FAITH STATEMENT

Montreat College is a Christ-centered institution of higher learning, grounded in the Presbyterian (Reformed) tradition. While students are welcomed regardless of religious affiliation, all of our trustees, faculty, and staff support the following faith statement:

1. We believe the Triune God is sovereign in all matters of creation, life, salvation, and eternity.

2. We believe that Scripture is the inspired, authoritative, and completely truthful Word of God, and that it should govern the conduct of Christians in every aspect of their lives.

3. We believe Jesus Christ is God the Son, whom God the Father sent into the world to become a man, to die for sin, and to rise from the dead on the third day for our salvation. Thus, Jesus Christ is the only way to be reconciled to God.

4. We believe that, after the ascension of Jesus Christ, the Holy Spirit was sent to believers to enable them to walk in obedience to the Word of God as set forth once and for all in the Scriptures.

FOUNDATIONS

We believe humanity is God's creation in His own image, and therefore persons are thinking, relational, moral, and spiritual beings of dignity and worth. We seek to serve students in all these dimensions. Our aim is to challenge students to become the complete person a loving God intends them to be and to live in vital relationship with Him. Therefore, we seek to be a faith community as well as an academic community. We see our educational mission as an extension of the great ends of the church and seek to graduate students who are committed to Christian servant-leadership in the world, promoting personal and social righteousness by God's grace and to His glory.

As a Christian college in the Presbyterian tradition, we are guided in our pursuit of academic excellence by the framework of Reformed beliefs. We confess the living God as the ultimate foundation of our faith and the source of all truth. We believe God is revealed perfectly in Jesus Christ. We affirm our Lord and Savior Jesus Christ as the center of history, restoring purpose, order, and value to the whole of life. We believe Jesus Christ to be the focus and culmination of scripture and that God's written Word is inspired, authoritative, and, rightly interpreted by the Holy Spirit, our infallible rule for faith, conduct, and worship. We study and address a world and humanity that were created good, corrupted by the fall, redeemed through faith in Christ, and are moving toward the final consummation of God's purposes through the work of the Holy Spirit.

EDUCATIONAL OBJECTIVES

Approaching the integration of faith and learning from an informed, biblical perspective, faculty, staff, and students form a Christian community of learners that seeks to pursue the premise that all truth is God's truth and explore the significance of this in the various academic disciplines. We are committed to a thorough exploration of the complementary relationship between biblical truth and academic inquiry. We openly embrace students of all cultures, races, and faiths in an atmosphere of academic excellence, intellectual inquiry, and Christian love.

The College seeks to provide a broad, rigorous liberal arts curriculum with an emphasis on traditional and selected professional degree programs, including degree programs for adult learners. The educational goals of the College are that students will become reflective and responsible citizens, effective leaders, and committed laity *as they*

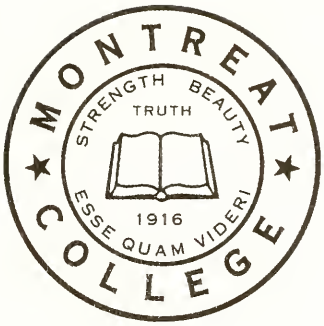
- Develop an informed, biblical worldview that includes the following:
  - The sovereignty of God over all creation and knowledge.
  - A lifestyle of Christian service to others and the community.
  - The recognition of the intrinsic worth of self and all persons.
  - A genuine critical openness to the ideas and beliefs of others.
  - The formation of values and ethical reasoning.
  - An appreciation for what is beautiful, true, and good in the arts and literature.
  - A respect for and attitude of stewardship toward the whole of creation.
  - An understanding of the past and its interconnectedness with the present and future.
- Develop effective written and oral communication skills.
- Develop critical thinking and problem-solving skills.
- Develop essential computer information systems skills.
- Develop competency in their academic majors.
- Develop interpersonal and team skills and an understanding and appreciation of their personal strengths and weaknesses.

ACCREDITATION

Montreat College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's degree, the bachelor's degree, and the master's degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Montreat College. The College is also accredited by the National Council for the Accreditation of Teacher Education. Business degree programs are accredited by the International Assembly for Collegiate Business Education.

AFFILIATION

Montreat College is a member of the Council for Christian Colleges and Universities, Appalachian College Association, Association of Presbyterian Colleges and Universities, Council of Independent Colleges, National Association of Independent Colleges and Universities, North Carolina Independent Colleges and Universities, and National Association of Intercollegiate Athletics.



Montreat College

Undergraduate School of Arts and Sciences

Montreat Campus

Admission Information

For information and application materials for the School of Arts and Sciences, please contact the Office of Admissions:

Office of Admissions
Montreat College (MC 865)
P.O. Box 1267
Montreat, NC 28757
800-622-6968
admissions@montreat.edu
www.montreat.edu/admissions

Montreat College is committed to providing a liberal arts education rooted in Christian faith and committed to the integration of faith and learning. Montreat enrolls students from a variety of ethnic, social, and economic backgrounds who provide a positive addition to the life of the College and who have the potential to have an impact on the world as agents of renewal and reconciliation. Admissions decisions are based on the following:

- Academic achievement and potential as indicated on the transcripts and standardized test scores of the applicant.
- Personal characteristics, motivation, and integrity.
- Leadership ability as demonstrated by participation in school, community, or religious organizations.

GENERAL APPLICATION INFORMATION

Students may enter Montreat College's School of Arts and Sciences at the beginning of either the fall or spring semester. Although the College has a rolling admission policy for each semester, there are application deadlines which are listed on the Academic Calendar and students are strongly encouraged to apply well before the starting date of the semester they wish to enter. Housing and class space are limited, and early acceptances will receive preference.

A campus visit is the single most important step in determining the right college to attend. Montreat College encourages any interested persons to visit, tour the campus, talk to professors and students, and eat in the dining hall. Individual appointments are available. Visit www.montreat.edu/visit, call 1-800-622-6968, or e-mail admissions@montreat.edu for more information.

Before any new student can begin classes or move into a residence hall, a medical examination report and immunization record must be filled out in full and signed by a physician, North Carolina State Law requires all students attending a public or private college or university to submit proof of immunizations prior to registration. All records of immunization must be

certified either by a physician's signature, a health department stamp, or be a copy of a North Carolina school health record. Dismissal from school is mandatory under the law if these immunization requirements are not met.

When all application forms and credentials are received from the applicant, the file will be reviewed by Admissions personnel and the applicant will be notified of the decision by mail. Each qualification will be considered in relation to all of the applicant's qualifications—no one item will necessarily be the deciding factor in acceptance or rejection. Students who meet the College's criteria will be admitted with Standard or Conditional status. All accepted students are required to pay an advance deposit of $100. Early deposit deadline is April 1. Regular deposit deadline is May 1.

Montreat College strongly recommends that students have a computer to enhance their learning experience. The suggested minimum requirements can be found on our website or by contacting the Technology Department,

NOTE: VALIDATION OF ALL HIGH SCHOOL DIPLOMAS

According to federal regulations, high school diplomas must be valid in order for a student to be eligible for Title IV funding (i.e. federal funding).

Beginning July 1, 2011, Federal regulations require all colleges and universities to evaluate the validity of a student's high school diploma if the institution or the Secretary of the Department of Education has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education (Higher Education Act § 668.16(p)).

The admissions office will confirm all students' transcripts arrive from a high school with a CEEB code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admissions office will investigate to confirm the school is recognized by the state department of education or home school association. The admissions office may request a copy of the student's diploma at any point in the admissions process to verify diploma validity. If a diploma is determined invalid, a GED may be required for admission consideration.

ADMISSION OF FIRST-YEAR STUDENTS
Students entering the School of Arts and Sciences as first-year students must submit the following:

- A formal application (apply online).
- A 500-word essay answering the following: What/How will you contribute to our campus community? *This requirement is waived if student's academic index calculation is 2,750 or above*.*
- A letter of recommendation from a high school counselor or teacher, employer, or pastor/minister or youth pastor/youth minister. *This*

requirement is waived if student's academic index calculation is 2,750 or above.*

- An official transcript of high school credits indicating class rank and grade point average (GPA). The unweighted GPA is used when making an admissions decision.
- High school core course requirements should include four years English, three years science, three years social studies, three years math (Algebra I, II, and Geometry), and one year of a foreign language. The transcript should indicate successful completion of requirements for graduation with a diploma, State High School Equivalency Diploma, or record of successful completion of General Educational Development (GED) tests.
- Official Scholastic Aptitude Test (SAT) scores from the College Entrance Examination Board, Princeton, NJ 08540, or American College Testing (ACT) scores from the American College Testing Program, Iowa City, IA 52240, as recorded on an official high school transcript, or sent directly by the test center to Montreat College (Code No. 005423). International students must submit either a Test of English as a Foreign Language (TOEFL) or a Test Report Form (TRF) from the International English Language Testing System (IELTS).

* The academic index can be calculated by using the following formula: (Cumulative High School GPA) x (highest combined Critical Reading and Math scores from SAT). If the student takes the ACT, an SAT equivalency will be determined and used in calculating the academic index.

First Year Admission Criteria: Montreat College admissions criteria are based on our commitment to student success and academic excellence.

- Standard Admission requirements include a 2.75 (B-) minimum GPA (unweighted) and a 1000 SAT (combined Critical Reading and Math sections) or 21 ACT (Composite Score). Essay and recommendation are optional.
- Conditional Admission requirements include a 2.25 minimum GPA (unweighted), 850 SAT (combined Critical Reading and Math sections) or 18 ACT (Composite score), and an interview with the Director of Admissions personnel. Essay and recommendations are required.
- Students who do not meet either of these standards will be reviewed on a case-by-case basis.

HOME SCHOOL ADMISSION

Students who complete their secondary education in a home school setting must present a copy of their home school diploma (including official scores) along with a record of their home school courses and official SAT or ACT

scores. A cumulative GPA must also be included. All other qualifications listed under "Admission of First-Year Students" must be met.

INTERNATIONAL ADMISSION

International applicants must be graduates of a secondary school system or the equivalent and must have sufficient proficiency in the English language to be able to study at the college level.

International students entering the College of Arts and Sciences must submit the following:

- A formal application (apply online).
- A 500 word essay answering the following: What/How will you contribute to our campus community?
- A letter of recommendation.
- An official, translated transcript of the secondary school record, preferably indicating class rank and GPA. Montreat College requires that the applicant use a transcript translation and evaluation service in order to determine international academic credentials. For service referral, please contact the Office of Admissions.

International students who have lived in the United States for less than two years and/or have not graduated from an English-speaking school or who are currently living outside the United States must submit the following:

- A minimum score of 550 on the paper-based, 213 on the computer-based, or 80 on the internet-based Test of English as a Foreign Language (TOEFL) or an overall band score of 6 on the Test Report Form (TRF) from the International English Language Testing System (IELTS). International applicants may also elect to submit an official Scholastic Aptitude Test (SAT) score or American College Testing (ACT) score.

International students wishing to transfer college credit must meet the qualifications listed under "Transfer Admission" with the additional provision that all post-secondary transcripts be translated to the English language. The College requires the use of a transcript translation and evaluation service in order to determine international academic credentials. For service referral, please contact the Office of Admissions.

TRANSFER ADMISSION

Montreat College welcomes transfer students. A minimum of 30 semester hours of transferable credits with a minimum grade of "C" (2.00 on a 4.00 scale) will permit a student to enter with sophomore status; students with 60 semester hours will be granted junior status and students with 90 semester hours will be granted senior status. All students seeking degrees must meet the requirements as outlined under "Degree Requirements" regardless of the

total credits accepted in transfer. (See "Conditions of Acceptance of Transfer Credit" in this section for details on the College's transfer policy.)

Transfer students must submit the following:

- A formal application (apply online).
- A 500-word essay answering the following: What/How will you contribute to our campus community? *This requirement is optional for students who meet Standard Admissions requirements (listed below).*
- A letter of recommendation from the Dean of Students or other College official from the institution most recently attended. *This requirement is optional for students who meet Standard Admission requirements (listed below).*
- An official transcript from all post-secondary institutions previously attended.
- An official high school transcript plus SAT or ACT scores from applicants with fewer than 24 semester hours of transferable credits. Scores of the Scholastic Aptitude Test of the College Entrance Examination Board or the American College Test of the American College Testing Program should be sent directly by the Board to Montreat College (Code No. 005423).

A preliminary transcript evaluation may be completed using unofficial transcripts. All transcripts, both official and unofficial, must be submitted directly to the Admissions Office. Transcripts submitted to other departments will not be considered for preliminary evaluation.

Transfer Admission Criteria: Montreat College admissions criteria are based on our commitment to student success and academic excellence.

- Standard Admission requirements include a 2.50 (C+) minimum GPA for 24 or more transferable credits. For less than 24 credits, the requirement is a 2.50 minimum GPA and a 1000 SAT (combined Critical Reading and Math sections) or 21 ACT (Composite) score. Essay and Recommendation are optional.
- Conditional Admission requirements include a 2.00 minimum GPA for 24 than 24 credits, the requirement is a 2.00 minimum GPA and an 850 SAT (combined Critical Reading and Math sections) or 18 ACT (Composite). Essay and Recommendation are required.
- Students who do not meet either of these standards will be reviewed on a case-by-case basis.

Students wishing to transfer college credit from institutions outside of the United States must have their transcripts translated to the English language. The College requires the use of a transcript translation and evaluation service in order to determine international academic credentials. For service referral, please contact the Office of Admissions.

CONDITIONS OF ACCEPTANCE OF TRANSFER CREDIT

- Only work from a regionally accredited school with a grade of "C" or better (2.00 on a 4.00 scale) will be accepted in transfer. Courses that do not apply to a student's degree program will not be accepted.
- Credits from regionally accredited institutions will be considered for courses for which Montreat College offers no equivalent course, provided that the transferred course is considered within the general framework of the liberal arts curriculum. Only courses that are academic in nature and purpose will be accepted in transfer. Vocational training courses, such as air conditioning repair, electrical circuitry, welding, and typing are not accepted. Some vocational courses that are academic in content, such as a course in anatomy and physiology, may be considered for up to 30 semester hours. Any vocational course accepted toward a general education requirement will not apply to this 30-hour limit.
- Montreat College endorses the North Carolina Comprehensive Articulation Agreement which can be viewed at www.northcarolina.edu. Transfer students who have earned the Associate in Arts or Associate in Science degree from an institution and who meet the minimum requirements for admission to Montreat College will receive transfer credit for all eligible courses subject to normal transfer credit policy. No more than 66 semester hours may be transferred from a two-year school.
- Courses will be transferred as "P" and will be considered as earned credit but will not affect the grade point average or graduation honors.
- Students transferring with senior status from another institution must successfully complete at least 18 hours in their major at Montreat College.
- A student who wishes to enroll in courses offered by another institution must complete the required form and receive approval to do so from the Records and Registration Office. Failure to follow this procedure may result in loss of transfer credit for these courses.
- A student who is transferring from another institution and who has been placed on academic probation/warning for the previous semester will be automatically placed on academic probation at Montreat College.

Students who are transferring and are participating in athletics must also follow guidelines established by the NAIA in order to be considered eligible. Meeting athletic eligibility requirements does not automatically qualify a student for admission to the College.

READMISSION OF FORMER STUDENTS

The Office of Records and Registration oversees the readmit process. Students formerly enrolled at Montreat College who, for any reason, have not attended classes at Montreat for more than a semester must submit the following:

- A formal readmit application (obtained from the Office of Records and Registration or through the Montreat College website).
- A nonrefundable application fee of $10.00.
- A one page essay stating why the student would like to return to the College.
- A medical examination report and immunization record filled out in full and signed by a physician (See "Admission of First-Year Students"). The Records office will contact Health Services to see if a previous record is still on file.
- Students who have been enrolled at another institution and are applying for readmission to Montreat College must include an official transcript from each institution attended since leaving Montreat College.
- Students who have left Montreat College either on Academic Probation or Academic Suspension must have completed a minimum of 12 semester hours of course work at another institution after leaving Montreat in academic difficulty. To be considered for readmission, all work attempted at Montreat College and the subsequent institution should compute to a minimum GPA of 2.00 on a 4.00 scale.

A decision regarding readmission is made by The Dean of Students and the Director of Records and Registration. If the absence has been more than five years, the student is classified as a new student and must go through either the "Admission of First-Year Students" or the "Transfer Admission" process. For questions concerning readmission, please contact the Office of Records and Registration.

ADMISSION OF SPECIAL AND PART-TIME STUDENTS

Special Student Classification (non-degree seeking): Students may be admitted to the College to take fewer than nine total academic hours for their personal edification and without pursuing a degree. Students wishing to enter under the "special" classification should submit the following:

- A special student application indicating their desired admission status.
- A 500-word essay answering the following: What/How will you add to our campus community?
- An official statement of good academic standing from the last institution of attendance.
- An official transcript showing the completion of prerequisite or co-requisite courses if planning to enroll in courses for which these are required.

A maximum of 18 credits earned while a special student will be applied toward a degree program.

A student wishing to take 12 or more credits in one semester must apply as a regular student through the Office of Admissions.

Part-Time Student Classification (degree-seeking): Students are considered part-time when they are seeking a degree, have applied and been accepted as a regular student, and are taking fewer than 12 credits in a given semester. Students seeking to enroll part-time must follow the application guidelines and meet the admission requirements as outlined under "Admission of First-Year Students" and/or "Transfer Admission."

TIME-SHORTENED DEGREE OPPORTUNITIES

Montreat College accepts and provides numerous programs by which students may accelerate their academic careers, have a wider range of course choices, and reduce the overall length of time spent in completing degree requirements.

Early Admission: This program allows superior students to be admitted following completion of their junior year in high school. No student will be considered who has less than a "B" average for all high school work attempted. The high school must first agree to allow college credits obtained at Montreat College to count towards high school graduation requirements. Students considering early admission must meet the same requirements as those listed under "Admissions of First-year Students." Applicants will be considered on an individual basis. For additional information, contact the Office of Admissions.

Dual Enrollment: This program offers students an opportunity to earn college credit while still enrolled in high school. This opportunity is open to all area high school and home schooled students who are juniors or seniors and at least 16 years of age (all others will be handled on a case-by-case basis). The College will cover the tuition cost for one course per semester for the first year of enrollment (i.e. two semesters). Additional or subsequent courses will incur charges based on current special sessions fees (contact the Office of Admissions for details). Students interested in dual enrollment should submit the following:

- A dual enrollment application.
- A 500-word essay answering the following: What/How will you add to our campus community?
- An official copy of the high school transcript.
- A written recommendation from a school official.

Credit by Examination: A student may participate in a variety of credit-by-examination programs in order to earn credit toward degrees awarded by Montreat College. A maximum of 30 semester hours may be awarded through any combination of these programs. Credit earned will be recorded as "P" on a student's transcript. Tests may only be taken one time.

Advanced Placement Program (AP): This credit by examination program is sponsored by the College Entrance Examination Board for evidence of completion of college-level courses taken in high school. Scores of 3, 4, or 5 will be accepted, depending on the discipline.

College Level Examination Program (CLEP): The CLEP subject area examination will award credit toward graduation to students who earn scores equal to grades of "C" or better. Tests may not be taken for credit if the student has ever taken a course in the subject area. Students may make arrangements by August 1 to take any CLEP subject area examination at a CLEP testing site before the beginning of school.

Proficiency Examination Program (PEP): These examinations, sponsored by the American College Testing Program, cover some subject areas not currently offered by other national credit-by-examination programs, and credit will be granted for scores which meet Montreat College's standards.

Servicemen's Opportunity Colleges Course Credit (SOC): Veterans may submit through SOC a record of courses completed while in the armed service.

Modern Foreign Languages: Placement exams are given during new student orientation in August and during pre-registration in November and March. Students who place into a course by exam will receive credit for the preceding lower-level course(s) upon successful completion of the course into which they have been placed. A maximum of six hours may be earned by placement exam.

Financial Aid Information

For financial aid information and application materials for the School of Arts and Sciences, please contact the Office of Financial Aid:

Director of Financial Aid
Montreat College (MC 881)
P.O. Box 1267
Montreat, NC 28757
800-545-4656
financialaid@montreat.edu

The Office of Financial Aid is committed to providing financial resources to students who seek an education at an institution committed to integrating faith and learning. In partnership with college, federal, state, and other organizations, the Office will coordinate the administration of all students' financial assistance awarded to ensure equity and consistency in the delivery of funds to students.

GENERAL INFORMATION

There are two types of financial assistance at Montreat College—aid based on financial need and aid based on other criteria, such as academic or athletic achievement. Each year, the College administers more than six million dollars in assistance.

The Financial Aid Office is committed to helping students and parents with funding as much as possible. However, the final financial arrangements must be made between the student and the Student Accounts office.

A student must be classified as a student in good academic standing and meet all federal requirements to receive federal and state funding.

NOTE: VALIDATION OF ALL HIGH SCHOOL DIPLOMAS

According to federal regulations, high school diplomas must be valid in order for a student to be eligible for Title IV funding (i.e. federal funding).

Beginning July 1, 2011, federal regulations require all colleges and universities to evaluate the validity of a student's high school diploma if the institution or the Secretary of the Department of Education has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education (Higher Education Act § 668.16(p)).

APPLICATION FOR FINANCIAL AID PROCEDURE

- Apply for admission to Montreat College.
- Request a PIN number from the Department of Education at www.pin.ed.gov. Students must have this to complete their Free Application for Federal Student Aid. A parent must have a PIN also for a dependent student.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov after January 1. It is advisable to file tax forms before completing the FAFSA, but it is not required. It is best to have the FAFSA submitted as early as possible.
- Financial aid decisions are made after a student has been offered admission. Students are notified via an official award letter.
- Students receiving a loan for the first time at Montreat College will need to complete the appropriate paperwork, including the Master Promissory Note and the Entrance Counseling Interview for William D. Ford Federal Direct Loans.
- Students eligible for educational benefits through the Veterans Administration or Vocational Rehabilitation should apply directly to these agencies and inform the Financial Aid Office of pending awards.
- Students must reapply each year for financial aid by completing the FAFSA.

TYPES OF FINANCIAL AID

Financial aid is usually awarded in a package or combination of different types of assistance from various sources. Scholarships, grants, loans, and employment are integral parts of the financial aid program, and some portion of the aid offered may consist of each of these forms.

Scholarships and grants are non-repayable gifts. These include the Montreat Merit Scholarships which are based on academics, the Keystone Award which is based on both academics and need, and awards based on talent, for example musical or athletic achievement. Scholarships from outside the College include state grants (North Carolina Legislative Tuition Grant for North Carolina residents, State Contractual Scholarship for needy NC residents, the North Carolina Lottery Scholarship), and federal grants (Pell, SEOG).

Loans available to Montreat College students include William D. Ford Federal Direct Loans (subsidized and unsubsidized), Perkins Loans, William D. Ford Federal Parents' Loan for Undergraduate Students (PLUS), Grad PLUS and alternative or private educational loans.

Work programs administered by the Office of Work and Vocation are the Federal College Work Study Program (FCWSP) and the Montreat College Work Program.

STATEMENT OF SATISFACTORY PROGRESS FOR FINANCIAL AID PURPOSES

It is very important to note that there are two types of Satisfactory Academic Progress (SAP) requirements. The first type is called Academic SAP and applies to **all** enrolled students. It is monitored by the Office of Records and Registration. The second type is called Financial Aid SAP and only applies to students receiving financial aid.

Each type has different requirements so it is possible to meet the requirements for Academic SAP and not meet the requirements for Financial Aid SAP.

Federal regulations (Sections 668.16, .668.32 and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making *satisfactory academic progress* toward earning their degree.

At Montreat College this determination of progress is made at the end of each semester including the summer semester, and before the financial aid office disburses any federal aid funds for the subsequent semester. To be eligible to receive Title IV federal funds, Pell Grants, SEOG, Federal College Work Study, Federal Perkins Loans, Federal Direct Loans or state and institutional aid, students must maintain satisfactory progress.

Satisfactory Academic Progress (SAP) has three criteria and students must meet **all** three:

1. A qualitative measure: All students must maintain a cumulative 2.0 GPA.
2. A quantitative measure: All student must earn 67% of all credits attempted.
3. A pace of progression measure: All students must complete their program in 150% of the credit requirements. For example, a program which requires 120 credit hours for completion must be completed in 180 attempted credit hours (120 x 1.5 = 180).This is also called the Maximum Time Frame (MTF) criteria and is also a quantitative measure.

There is one additional SAP criteria that students should be aware of especially if they plan to double major: Automatic Completion. All students who have completed all credit requirements for any of their programs will be considered as having earned a degree for financial aid purposes even if they have not applied for graduation. These students will not qualify for need based federal grants and state financial aid at this point.

Failure to Meet Satisfactory Academics Progress

Financial Aid Warning–Students who fail to make SAP may continue to receive financial aid for one additional semester. No appeal is necessary for this student at this time.

Financial Aid Suspension-Students who fail to regain SAP at the end of a semester on Warning are not eligible to receive financial aid. A student on Suspension has the option to appeal to have their eligibility reinstated. If the students appeal is denied, the student remains on Suspension and can only regain eligibility once they meet all three of the SAP criteria.

Financial Aid Probation–Students whose appeals have been approved are placed on Probation. The appeal approval will outline what the student needs to do to keep receiving finical aid. This may range from the student regaining eligibility at the end of the next period of enrollment to the student meeting specific criteria as identified in an Academic Plan.

Effect of Incompletes, Withdrawals, Failures, and Repeats

All incompletes, withdrawals, failures, and repeats are included as **attempts** when determining SAP for financial aid. Depending on when a student withdraws in the semester, their aid may be recalculated. Students should consult a financial aid counselor before making any adjustments to their schedules as it may impact their awards.

Effect of Changing Major/Double Major

A change of academic major or the pursuit of a double major does not extend eligibility for financial aid. Students are still expected to complete their programs within 180 hours. A student may appeal if they fail to make SAP for this reason.

Effect of Summer School Enrollment/Cooperative Education/Consortium Agreement/Study Abroad

Credit hours attempted during the summer May and Summer semesters will be used to determine SAP.

If a student is enrolled via a consortium agreement/study abroad program, a transcript will be obtained from the host school and the credit hours will be included as attempts along with the credit hours earned.

Effect of Credits by Transfer, Examination, Military, and Life Experience

Transfer credits that have been accepted and count towards the student's program of study will be used as attempts and completes and included in determining SAP.

Academic credits received via examination, military, or life experience are counted as attempts and as earned credit.

Effect of a Second Degree

A student who has already been awarded a bachelor's degree may apply for a second degree only if the second degree is different from the first degree. Ordinarily, a second degree at the undergraduate level is discouraged, and a graduate degree is encouraged. Students who have earned a degree are not eligible for need based federal grants and state aid.

Effect of Auditing Courses

Students do not earn any academic credits for audited courses. They do not count in the calculation of "attempted hours."

Reinstatement of Aid

Aid may be reinstated on a probationary status by meeting the requirements for SAP or by an approved appeal. If aid is reinstated, a probationary status will remain in effect. A period of non-enrollment does not reinstate aid eligibility. A student returning after an extended period of non-enrollment must still submit a SAP appeal.

APPEALS

Students who wish to appeal the suspension of financial aid eligibility based on mitigating circumstances (i.e., severe illness, death of a close family member, severe injury, or other traumatic experiences) may do so by submitting the SAP appeal form, a letter of appeal and supporting documentation to the Director of Financial Aid within **ten days** from the date of notification that aid has been canceled.

All appeals must:

1. Include the completed SAP appeal form.

2. Include the student's statement which identifies the mitigating circumstances that led to SAP not being maintained. In the first appeal, since SAP is cumulative, the student must address all unearned coursework which appears on the Montreat College transcript.

3. Provide supporting documentation, such as statement from the doctor, death notice, etc.

4. Identify and have approved by the Academic Advisor and/or the Director of Student Success a plan to correct academic deficiencies. This plan must be signed by the student and preparer.

5. Include the student's degree audit which may be obtained from the Office of Records and Registration.

6. Include the student's Montreat College identification number, or Social Security number, current address, and communication information.

7. Be legible.

All initial and subsequent appeals, supporting documentation and corrective plans of action must be received within ten days of notice. The Financial Aid Advisory and Appeals Committee will not review incomplete or partial appeals. All documentation is retained by the Financial Aid Office for audit purposes.

The Director of Financial Aid will take the appeal to the Financial Aid Advisory Team and notify the student of the decision to reinstate or deny aid. If approved, conditions may apply. If the conditions are not satisfied, aid may be denied in a subsequent term. As described in federal regulations, **all decisions at this point are final.**

The Student Financial Aid Office will review no more than two appeals from a student during the course of study.

WORK STUDY PROGRAM

Students interested in a campus job must apply online at www.collegecentral.com/montreat. These positions typically work 125 hours per semester at $7.25 per hour. Students may work only one campus job.

VETERANS BENEFITS

The Office of Records and Registration works with the Veterans Administration to assist in administering the various benefit programs to veterans or eligible relatives of veterans. The Office of Records and Registration certifies enrollment and transmits necessary credentials and information to the proper administrative office.

A student must be admitted and actively enrolled in courses at Montreat College before enrollment verification for veterans benefits can begin. Students in the School of Arts and Sciences as well as the School of Professional and Adult Studies may be eligible for the full monthly allowances, provided they are enrolled in 12 or more semester hours. However, allowances for students in the School of Professional and Adult Studies will be classified by course length and not by term enrollment. Students are responsible for reporting any changes in enrollment status to the Office of Records and Registration.

In order to obtain application forms, or for additional information, contact the Veteran's Help Desk, a service provided by the Office of Records and Registration, at (828) 669-8012 ext. 3731 or at va@montreat.edu. To check on the status of benefits, contact the Veterans Administration at 1-800-827-1000.

Financial Information

For information or questions about financial information for the School of Arts and Sciences, please contact the Finance Office:

Finance Office
Montreat College (MC 868)
P.O. Box 1267
Montreat, NC 28757
828-669-8012 ext. 3753
financeoffice@montreat.edu

Montreat College endeavors to ensure that the opportunity for Christian higher education be given to all who desire it. By keeping expenses at a minimum and by offering a substantial and comprehensive financial aid program, Montreat provides an educational opportunity for many students who otherwise might not be financially able to attend college. No qualified student should hesitate to apply because of lack of financial resources.

2011-2012 PROGRAM FEES - SCHOOL OF ARTS AND SCIENCES

FULL-TIME TUITION, ROOM, AND BOARD		
	per semester	**per year**
Full-time tuition (9 or more credit hours)	$11,342	$22,684
Annual Student Health Fee ($230 for Spring semester only)	$380	$380
Annual Technology Fee	$100	$100
Day Student Charge	***$11,822***	***$23,164***
Room - Basic (Double Occupancy)	$1,878	$3,756
Board (includes 17 meals per week & $100 Cavalier cash/term)	$1,795	$3,590
Resident Student Charge	***$15,495***	***$30,510***

SPECIAL INSTRUCTIONAL FEES (in addition to tuition)	
Advanced Kayaking (PE 241) per course (summer or special session)	$1,295
American Ecosystems (ES 305), per course-(Summer)	$2,900
Applied Music (instrumental and voice), per credit	$135
Beginning Piano Class (MS 103), per course	$75
Biblical Studies Abroad (BB 351)	Variable
Biology Lab BL (101L, 102L), per course	$15
CCCU Program-off campus (various)	Variable
Choir Fee (MS 151/MS 251), per course	$50

Community Health (ES 480B), per course	$700
Computer Applications in Music (MS 301), per course	$75
Computer Competency Exam (CS102E), per course	$100
Contemporary Youth Culture (CE 407), per course	$400
Discovery (OE180/PE 181), per course	$1,000
Environmental Perspective and Culture (ES 460) Cherokee	$150
Environmental Perspective and Culture (ES 460) Grandfather Mountain	$25
Environmental Perspective and Culture (ES 460) Smoky Mountains	$300
Environmental Perspective and Culture (ES 460) Wetland or Coastal Ecosystems	$250
Environmental Policy and Law (OE 305), per course	$100
ES 480A Introduction to GIS, per course	$1,050
High Adrenaline Adventure (OE 221), per course	$250
High Challenge Course Activities Level I and II, per course	$364
History Travel (HS 480), per course	$250
Information and Technology (CS 320), per course	$250
Instructional/Art Studio (AR 342), per course	$100
Introduction to Pedagogy (CE 408), per course	$100
ISAS Summit (CC 301Q), per course	$300
Kayaking (PE 240), per course (summer)	$90
Leadership & Discipleship in the Wilderness (LDW) (OE 480), per credit (summer)	$60
Low Ropes, Group Initiatives and High Events Level I and II, per course	$555
Low Ropes, Group Initiatives and Spotted Events Level I and II, per course	$364
Mimeo Tech (ED 211/ED 220/ ED 300), per course	$100
MSEE Lab Fee, per course	$1,000
Music Arranging Class (MS 319), per course	$75
Music Theory Fee, per course	$25
Music Studio Recording (MS 480), per course	$125
OE 103/104, Survey of Outdoor Education I and II, per course	$40
Outdoor Education Immersion Semester (OE 312B), per course	$1,900
Recording Techniques/Technology in the Church (MS321/WA301), per course	$75
Special Topics Courses	Varies
Spiritual Formation & Faith Development (CE 401), per course	$100
Student Teaching Placement (ED 450), per course	$100
Wilderness Journey Practicum (OE 182), per course	$1,595
Drawing/Sculpture (AR 241/341, AR 344), per course	$30
Tropical Ecosystems (ES 460), per course	$2,100

OTHER CHARGES AND FEES	
Advance deposit (nonrefundable, applied against next academic year charges)	$100
Part-Time Tuition (less than 9 credit hours per semester), per credit hour	$600
Special Sessions/CBA/Directed Study Tuition for May Term, Winter/Summer, per credit hour	$300
Internship/Practicum for Part-Time or Summer Students, per credit hour	$300
Overload Fee (19 or more credit hours), per credit hour	$300
Practicum – all 341 courses (PRA 400), per credit hour (during Fall or Spring)	$50
Field Internship – all 441 courses, per credit hour (during Fall or Spring)	$50
CBA or Directed Study, per credit hour (during Fall or Spring)	$50
Audit, per course	$100

Montreat Campus Parking Fee (includes both Montreat and Black Mountain Campus)	$100
Black Mountain Campus only Parking Fee	$25
Late Registration Fee (for continuing students after Registration period)	$50
Late Payment Penalty (if payment arrangements are not made by Check-In)	$50
Delinquent Payment Penalty (if arrangements not made by end of 1st week of semester.)	$100
Graduation Fee	$40
Late Check-In Penalty (without prior approval of Student Accounts Office)	$50
Returned check fee	$25
ID Card Replacement/Mailbox Key Replacement	$10
Annual Student Athlete Insurance (Waived if student has own policy)	$400
Transcript fee	$5

RESIDENTIAL STUDENT AMENITIES	
Private room charge, per semester	$2,964
Kentucky Road Apartments	$2,780
High Speed Internet and Email Account	No Charge
Campus Laundry and Laundry View™	No Charge
Local phone service	No Charge
Extended basic cable television service	No Charge

NOTE: Montreat College reserves the right to modify any of these charges at any time.

PAYMENT OF TUITION, FEES, ROOM, AND BOARD

Tuition and fees are due after classes have been reserved at the Office of Records and Registration and by the official Check-In date as published in the Academic Calendar. If payment arrangements are not made by the official Check-In date, a late payment penalty of $50 will be assessed. If payment arrangements are not made by the end of the first week of the semester, the penalty will be $100. Bills showing estimated charges are mailed to registered students in July and December. "Express" status is afforded those who have submitted the required paperwork and made payment arrangements by August 8 for the fall semester and January 2 for spring semester. "Express" status students will not have to visit the Student Accounts Office during Check-In. **All students are required to attend the official Check-In before the start of each semester**. Students who do not attend Check-In will have their academic schedules dropped. A $50 fee will be charged to those who check in late *without* securing prior approval from the Student Accounts Office.

For the convenience of students and their families, an annual payment plan (in monthly payments through April 1) and a semester payment plan (payable over three months) are available through College Funds Installment Payment Plan (CFI). CFI may be reached by phone at (866)-866-CFNC or online at **www.CFNC.org**. A payment plan is an arrangement made directly between the student and CFI, so in cases where a payment plan arranged is not enough to cover the actual balance due, the student is responsible to pay the remaining balance directly to Montreat College.

At the time a student formally registers for classes, either by signing and submitting the appropriate registration forms to the Registrar's Office or by registering online through the website, when available, the student agrees to abide by the College's official policies concerning the adding and dropping of classes and complete withdrawal from Montreat College. Dropping classes after the last drop/add date will not result in a refund of charges or fees. The student also agrees to assume responsibility for understanding the College's official policy concerning schedule changes and satisfactory academic progress which may result in additional charges or the loss of eligibility for certain types of financial aid. It is considered the student's responsibility to understand how these changes can affect his/her financial situation with regard to financial aid eligibility.

If an account must be sent to a collection agency or be litigated due to nonpayment of the outstanding balance, the College reserves the right to demand payment in full of subsequent terms of enrollment, prior to the beginning of each term to ensure enrollment. The College reserves the right to cancel the registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.

Student receivable accounts are considered to be educational loans provided for the sole purpose of financing an education at Montreat College, a non-profit institution of higher learning. As such, student receivable accounts are not dischargeable under the provisions of the laws governing either Chapter 7 or Chapter 13 bankruptcy actions.

The College reserves the right to demand payment in the forms of a certified check, money order, cash, or credit cards in the event that one or more checks have been returned unpaid for any reason.

Students who have unpaid accounts or other outstanding obligations at the College will not be eligible to reserve classes nor return for the next semester. Transcripts, certificates and diplomas are not issued unless all charges have been paid in full. The College reserves the right to recover all costs involved with the collection and/or litigation of delinquent accounts as well as levy an interest charge equal to one and one half percent (1.5%) per month, on any account with a balance beyond thirty days past due. Student accounts are assessed fines for overdue library books, damaged property, parking violations, etc., as those charges are incurred.

The payment of all tuition and fees becomes an obligation upon registration at Montreat College. The Federal Truth-in-Lending Act requires complete disclosure of the terms and conditions controlling payment of the student's obligations. In order to comply with those federal statutes and regulations, the College discloses billing policies in the Academic Catalog and publishes the "Payment and Initial Disclosure Agreement". The Disclosure form is sent to each new student, and is available in the Student Accounts Office or online at www.montreat.edu/studentaccounts on the "forms" page.

REFUND/REPAYMENT POLICY

Since the College makes arrangements for faculty, staff, services, and supplies based upon enrollment figures at the beginning of each semester, **all tuition and fees are nonrefundable after the first seven calendar days of the semester.** If the student withdraws from the College, then the General Institutional Refund Policy below will apply.

A student is considered enrolled for attendance purposes until the last day of attendance or the end of the semester, whichever is first. To withdraw from courses, the student should follow the formal withdrawal process outlined in this catalog. Official withdrawal forms are available in the Office of Records and Registration.

A refund refers to money paid toward college charges that must be returned to financial aid sources and/or the student. A repayment is the amount of cash disbursed to the student that must be repaid to federal, state, or institutional sources.

Requests for refunds are to be directed to the Student Accounts Office. The amount of refund will depend upon whether the student has received Federal Title IV and/or state financial assistance.

SPECIAL INTEREST COURSES

All payment arrangements and refund policies for special interest courses are governed by the contract agreement that each individual special interest course maintains. Students should contact the course leader for contract agreement details. In most cases these fees are not refundable,

GENERAL INSTITUTIONAL WITHDRAWAL POLICY

Normally, if a student withdraws or is administratively withdrawn from the College during the semester, the amount of charges retained by the College depends upon the period of time the student has been enrolled.

IF THE STUDENT WITHDRAWS:	THE COLLEGE RETAINS:
Before the first day of class	0% of total tuition, room and board
Before the end of the first week of class	10% of total tuition, room and board
Before the end of the third week of class	50% of total tuition, room and board
Before the end of the fifth week of class	75% of total tuition, room and board
After the fifth week of class	100% of total tuition, room and board

An administrative fee of $100 will be deducted from any refund due. Fees are non-refundable.

RETURN OF TITLE IV STUDENT AID

In the event a student withdraws or is administratively withdrawn from the College, the Financial Aid Office is required to process a withdrawal

calculation. Such a calculation is based upon the student's last date of documented class attendance. All awards that include Federal Title IV aid will be subject to the Federal Return of Title IV Funds calculation. All State funds will be subject to State requirements to determine award eligibility. All other nonfederal funds are subject to the Montreat College withdrawal calculation. Montreat College has a fair and equitable refund policy, as required under Section 668.22(b)(1) of the federal regulations.

The Federal Return of Title IV Funds calculation determines the percentage of the period of enrollment for which the assistance was awarded. This figure is used to determine the percentage of aid the student earned for the period of enrollment, based on the number of days actually completed. All unearned funds are returned to the proper agencies in the order prescribed by federal and state laws: Unsubsidized Direct Loan; Subsidized Direct Loan, Federal PLUS Loan; Federal Perkins Loan; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other state, private, or institutional aid; the student. **Students must pay any charges remaining on their account after funds are returned to the proper agencies.**

APPEAL PROCESS

A student may request an exception to the normal College withdrawal policy by directing a written appeal to the Vice President of Finance and Administration.

CREDIT BALANCES

Students may receive a distribution of a credit balance from their account during the semester, though not prior to the conclusion of the first two weeks of the semester or the **actual receipt of funds**. To receive a check for the credit balance, all requests must be made by submitting a Credit Balance Request form to the Student Accounts Office (SAO). Credit Balance Request forms are available in the Student Accounts Office and online on the forms page of www.montreat.edu/studentaccounts. Refund requests are processed each Wednesday and are available to students by the following Wednesday, or in the case of a delay in the Finance Office, the next available check run. If a student graduates or separates from Montreat College, any remaining credit balance will be refunded by a check mailed to the student's address on file.

For information about student accounts for the School of Arts and Sciences, please contact the Student Accounts Office:

Student Accounts Office (SAS)
Montreat College (MC Box 881)
P.O. Box 1267
Montreat, NC 28757
828-669-8012 ext. 3799
www.montreat.edu/studentaccounts
studentaccounts@montreat.edu

Student Life Information

For information or questions concerning student life, please contact the Office of Student Services:

Assistant Dean for Student Life
Montreat College (MC 898)
P.O. Box 1267
Montreat, NC 28757
828-669-8012 ext. 3631
studentlife@montreat.edu

STUDENT LIFE

Student life outside the classroom is one of the most significant aspects of a full college life. Students grow and develop in their social and spiritual lives just as in the academic area, learning to talk openly, choosing life values, having fun, and discerning those activities that contribute to true joy. Student life is an important area, influencing education with a Christ-centered perspective at Montreat College. The Dean of Students and Student Services staff plan and encourage a wide range of programs to meet the needs and interests of each student, and to fulfill the goals and purpose of the College.

A CHRISTIAN COMMUNITY

Montreat College seeks, by the grace of God and the power of the Holy Spirit, to intentionally grow disciples who know Christ and make him known. Convinced as we are that Christian community is central to this call, we encourage students to regularly involve themselves in small groups that meet for the purposes of friendship, mutual support and encouragement, Bible study, and prayer. In addition we also seek to challenge students to join their faith with action by serving others with the tangible love of Jesus Christ. Each semester opportunities are provided to minister at a number of locations, including the Presbyterian Children's Home, Manna Food Bank, the Asheville Boys and Girls Club, and area high schools through Young Life. At least once a year, we strive to make an impact in our community through an all day service project on our campus-wide community day.

Worship is crucial to our community development. Every Thursday at 11 a.m. the Montreat College community gathers in chapel to worship the living God. Opportunities are also available throughout the week to worship in the evenings through a number of student-led worship services. The College also has two major Christian emphasis weeks called SALT (Servant and Leadership Training) and Crossroads (exploring the intersection of faith and culture).

Montreat College seeks not to be just a collection of students pursuing a degree but a group of disciples who know Jesus Christ and make him known, not only on this campus, but also in the community, and throughout the world.

EXPECTATIONS AND REQUIREMENTS

It is the desire of the College to create a Christian atmosphere in which all phases of college life will be conducive to the continuous Christian growth of the individual. Bible courses form an essential part of the curriculum. In addition, regular attendance at chapel is required and local church attendance is encouraged.

THE HONOR SYSTEM

Life at Montreat College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Each student and faculty member has a responsibility for himself/herself and for every other member of the college community. The failure of one person to live honorably is in part the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college.

For this reason, the students of Montreat College have accepted the honor system whereby each student agrees to try to discipline his/her own life and to be ready to help others to discipline their lives toward the goal of a community in which each member will merit trust and respect. It is in large part due to the acceptance by faculty and students of the honor system as a way of life, that the spirit of Montreat is a reality, not only on the campus but also wherever former Montreat students are found.

STANDARDS OF CONDUCT

The trustees, administration, staff, faculty, and students seek to be motivated by Christ's love for us, and we desire to reflect that love for one another; therefore, we are called upon to practice consideration, fair play, and concern in our daily interaction with each other as an expression of our commitment to be a community under the lordship of Jesus Christ. Kindness and consideration demand the deliberate consciousness of other people's feelings and an effort neither to hurt nor offend other members of the community.

Such high aspirations require an understanding of what Christian standards are both in and out of the classroom, and they can be reached only when each one in the Montreat College community makes an honest effort to incorporate them into the pattern of daily living.

An obligation for patience and for the effort toward redemption is inherent in a Christian community. At the same time, the College reserves the authority to

ask those members to withdraw who do not accept its delineation of Christian standards, and who are unable to learn to live happily in the framework of its ideals. The College reserves the right to provide information to dependent students' parents or guardians. This information is limited to issues related to student safety and disciplinary or academic decisions that would jeopardize the student's ability to remain enrolled. Expectations for student conduct can be found in the Student Handbook.

STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING

Students participate in institutional decision-making and policy development through membership on faculty and Board of Trustees committees, and by having direct access to the President's Cabinet by the Student Government Association.

CHAPEL/CONVOCATION ATTENDANCE POLICY

The weekly chapel services at the College are intended to be a focus of worship for the whole community. They also serve to bring to the College distinguished speakers and groups who address the significance of Christian faith and activity in the world today. Convocation, a time for college community activities, is used for cultural and educational purposes intended to broaden the horizons and enrich the experience of the student body.

All full-time students that have completed fewer than 90 academic credit hours are required to attend a specified number of chapels, convocations, and special gatherings. No student may graduate without meeting the chapel/convocation attendance requirement. Specific requirements are distributed at the beginning of each semester. Completion of the Chapel/Convocation attendance requirement is necessary for academic recognition such as the Dean's List and the Distinguished Scholars List.

All requests for an exemption from the Chapel/Convocation requirement must be made in writing to the Dean of Students prior to registration or no later than one week following the beginning of classes each semester. Those enrolled in a student teaching course are automatically exempt from the chapel/convocation requirement that semester.

SOCIAL OPPORTUNITIES

College social opportunities are extensive. Because the campus is small, students see each other often and there is varied social contact. All persons on campus become known as individuals. Classes and organizations sponsor concerts, banquets, dances, talent shows, plays, hikes, picnics, movies, and intramural competition. There are two semiformal dances each year—Winter Ball and Spring Formal.

TOBACCO USE AT MONTREAT COLLEGE

Montreat College is committed to providing students, employees, and guests with a safe and healthy environment. Therefore, the College is a tobacco-free campus.

It is the policy of Montreat College that tobacco use is not permitted on property owned or leased by the College. At the request of the Montreat Presbyterian Church (EPC), the church's building and property is included. This policy also applies to tobacco use inside vehicles while on property owned or leased by the College. Prohibited tobacco products include, but are not limited to cigarettes, cigars, chewing tobacco, snuff and pipe tobacco.

RESIDENCE LIFE REQUIREMENT

The College is committed to developing and providing a strong residential community of servant-leaders, which includes one upper-class women's residence hall (McGregor Hall), one other women's residence hall (Anderson Hall), and two men's residence halls (Howerton Hall and Davis Hall). These residence halls provide a warm, friendly "home away from home" for students. The focus of Residence Life is developing relationships and sharing the love of Christ in a community centered on grace and truth.

Each residence hall is staffed with a professional residence director and student resident assistants who are committed to serving each student as a whole person and who believe that each individual has infinite value to God. As the residence life staff serves the students, the desire is that the residents in turn, will seek to serve others and, by following the example of Christ, will become servant-leaders to each other.

Students are required to live in College-owned or –controlled housing unless they are at least twenty-one years old, have senior status with good academic standing, are married, have a dependent child, or are living with parents or a legal guardian. Part-time and special students are not included in this requirement. Complete residence life information is published in the Student Handbook.

STUDENT ORGANIZATIONS AND SERVICES

Alpha Chi, one of the three most prestigious national honor societies, maintains the North Carolina Tau Chapter at Montreat College. Active membership is based on (1) good reputation and character; (2) rank in the top ten percent of the junior and senior classes; (3) regular student status at Montreat College for no less than one academic year prior to election; (4) approval by the faculty.

The Student Government Association is designed to be a mediator between students and the College administration. The SGA serves the students by expressing the overall needs and concerns of the student body. It also serves the administration by informing the student body of matters pertaining to the College.

Student Clubs provide additional ways for Montreat College students to build community, develop leadership, and get involved. All clubs are maintained through SGA (student government) and must meet the requirements set by SGA in order to become recognized. Every club is required to have a representative that will meet with SGA at least once a semester. Any student interested in starting a club on campus should contact SGA.

Student Publications include a student newspaper (*Whetstone*) and a literary magazine (*Q*). These student-directed publications provide opportunity for students to increase their skills in writing and to voice their concerns for local and world issues.

Student Activities Leadership Team seeks to mobilize student leaders to help shape the campus culture through diverse out-of-the-classroom experiences and by holistically challenging each student to reach full potential in understanding self and giftedness, Biblical stewardship, and living within community. Participation in Student Activities is open to all interested students. Students who are interested in serving in a leadership role should contact the Director of Student Activities.

Backcountry develops character and community through outdoor adventure-based programs. Backcountry serves Montreat College students with outdoor adventure-based student activities programs. Through outdoor adventures, we seek to develop Biblical attitudes of stewardship, community, leadership, and discipleship. Backcountry operates a climbing wall in the second floor of Davis Hall and regular outings in rock climbing, whitewater, caving, and biking. Programs are led by and for students and are open to the entire campus community (friends and families included). Rentals are available. In addition, Backcountry provides programming for the public ranging from day programs to multi-week expeditions. For more information email: backcountry@montreat.edu. Backcountry is an outreach program of the Outdoor Education Department.

Team and Leadership Center (TLC) exists to help groups develop leaders and build stronger community within their context through experience-based learning. The TLC is housed on Montreat College's Black Mountain campus and includes a high teams course, climbing tower, low initiatives course and meeting pavilion. The TLC serves a variety of groups from churches and schools to international corporations. Students are encouraged to take advantage of leadership opportunities as a part of coursework, campus work positions, internships and volunteer positions. For more information, email

jrogers@montreat.edu. The TLC is an outreach program of the Outdoor Education Department.

Men's and Women's Intramurals are built around a strong intramural program based on participation in various team and individual sports. Intramural sports include flag football, soccer, basketball, volleyball, dodge ball, ultimate Frisbee, pool, and other sports depending on student interest.

Montreat College Student Ministry Council (SMC) provides leadership and oversight for ministries connected to Montreat College. Members of the SMC report directly to the Chaplain on a bi-monthly basis for the purpose of coordination, accountability, prayer, and ongoing spiritual support and guidance.

Seeds is a student led environmental club, believing that Montreat College has a bold responsibility to uphold the Biblical mandate to care for God's creation, and work towards a more environmentally sustainable and socially responsible campus. The primary mission of Seeds is to provide a student voice to assist in these efforts, directly contributing to the fulfillment of Montreat's greater mission to be Christ-Centered, Student-Focused, and Service-Driven. Seeds members work toward sustaining the Garden of Eatin', reducing Montreat's energy use and waste, and educating students and administration about current environmental concerns affecting our local, regional, and global communities.

OTHER STUDENT OPPORTUNITIES

Sufficient student interest can bring about the formation of other activities such as language clubs, exercise classes, and musical instruction groups.

Montreat College is continually seeking ways to improve and expand its equipment, facilities, and personnel in the area of campus activities. The Director of Student Activities coordinates the out-of-class activities and co-curricular program.

Supplementing local campus activities, visiting professors, lecturers, and performing artists come to the campus throughout the year. The city of Asheville affords the college community additional cultural and recreational opportunities, such as the Community Concert Series and the Asheville Community Theatre.

INTERCOLLEGIATE ATHLETICS

Montreat College believes that intercollegiate athletics plays an important role in the overall educational experience of its students. A strong athletic program helps build and sustain a sense of pride, school spirit, excitement, and positive public relations for the College. At the same time, athletes are provided the opportunity to participate at a high level of competition while building important life skills.

All students participating in intercollegiate athletics are expected to maintain satisfactory standards of academic performance. Members of the coaching staff will monitor academic performance and may communicate directly with professors when necessary. Membership on a collegiate athletic team is a privilege afforded to a few and with that privilege comes responsibility. The College sees character development as the most important outcome of intercollegiate athletic participation. Therefore, athletes are held to a high standard of behavior on and off the field of play. The coaching staff adheres to this same high standard. This is reflected in the way in which Montreat College teams approach every competition on the field and in the classroom: being well prepared, playing hard, and playing fair. Athletes and their coaches are expected to model the core values of the National Association of Intercollegiate Athletics' (NAIA) Champions of Character Program which are respect, responsibility, integrity, sportsmanship, and servant-leadership. They also serve as willing role models to young people in the community. This is reflected by their involvement in ministry and service to the local and extended community and in overseas mission opportunities.

Montreat College is a member of the NAIA and is classified for basketball as Division II. The College competes in the Appalachian Athletic Conference (AAC) composed of 8 colleges in North Carolina, Tennessee, Virginia, Georgia, and Kentucky. Members of the AAC are Bluefield College, Bryan College, Reinhardt College, Milligan College, Montreat College, Tennessee Wesleyan College, Union College, and Virginia Intermont College. The College offers 13 intercollegiate sports. For men: cross-country, track and field, soccer, basketball, baseball, and golf. For women: cross-country, track and field, soccer, volleyball, basketball, golf and softball.

ELIGIBILITY

Students are eligible to participate in intercollegiate athletics if they meet the following NAIA requirements:

- An entering freshman should be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the College. The GED will be recognized as satisfying the grade point average for home-schooled students. A student graduating from a high school outside of the United States, where the grade point average cannot be determined and the class rank is not available, may be ruled eligible by meeting the College's admission criteria for international students and specific NAIA requirements.
- An entering freshman student must meet two of the three entry-level requirements:
    - A minimum score of 18 on the Enhanced ACT or 860 on the SAT.
    - An overall high school grade point average of 2.0 or higher on a 4.0 scale.
    - Graduate in the upper half of the student's high school graduating class.

- Students considering transferring to Montreat College from a two- or four-year institution who desire to participate in intercollegiate athletics must notify the appropriate coach of their status upon initial contact. The Director of Athletics will request permission of the transferring institution before further contact may occur between the student and coach.
- In order to be eligible for intercollegiate athletics, transfer students must meet all NAIA and AAC requirements with regard to institutional credit hours completed for the number of terms in attendance. Transfer students who were previously identified with an institution within the AAC must meet residency requirements of the conference before becoming eligible for competition.

GUIDING PRINCIPLES

The following vision and mission guide the athletic department, teacher/coaches, and student/athletes:

Mission Statement

Proclaiming Christ through athletics by passionately:

- Building Community
- Developing Champions of Character
- Pursuing Academic and Athletic Excellence

Vision Statement

Montreat College seeks to become a leading Christ-centered athletic program distinguished by championship teams, strong academic performance and character development, committed to knowing Christ and making Him known.

ATHLETIC SCHOLARSHIPS

Athletic grant-in-aid (AGIA) scholarships may be awarded for students participating in intercollegiate athletics. A total institutional aid budget is approved yearly by the President, Director of Admissions, and Director of Financial Aid, and is then assigned to the Director of Athletics, who apportions out an AGIA budget to each Head Coach. AGIA becomes a part of the total financial aid package awarded to each student. The Director of Athletics is responsible to the President for ensuring compliance with current NAIA limits for each sport. Prospective students interested in athletic scholarships should complete an athletic questionnaire and return it to the respective head coach.

WORK & VOCATION

The Office of Work & Vocation coordinates the Student Work Program and provides vocational and career services including resume and cover letter development, interview preparation, and job and graduate school search planning. All students are encouraged to engage in the process of discovering how God has gifted them and to use their gifts in God-honoring ways. Ephesians 2:10 says, "For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do."

The Office of Work & Vocation maintains a web page that lists services, career resources, and internet job search information at www.montreat.edu/careerdev/. Information on entry-level openings, internships, and summer and part-time jobs is available at www.collegecentral.com/montreat/. Additional information on Student Work policies is available by contacting the office of Work & Vocation.

COUNSELING SERVICES

College can be a time of great personal growth and change; the Counseling Center at Montreat College provides support for a wide range of issues that may arise for students during this time. Services offered by the Counseling Center include: individual and couples counseling, consultation, referral to community resources, crisis intervention, and educational outreach programs. The College Chaplain, residence directors, Dean of Students, and Director of Student Success are also available for personal guidance.

Director of Counseling
Office: (828) 669-8012 ext. 3538
counselor@montreat.edu
www.montreat.edu/counseling

DISABILITY SERVICES

The college will provide reasonable accommodations for known disabilities whether visual, hearing, mobility, medical, learning, or for other qualified applicants and students. Eligible students should follow these steps:

- Identify himself/herself to the Director of Student Success.
- Submit to the Director of Student Success current documentation (not older than three years) of his/her disability.
- Be willing to participate in additional evaluation to confirm the disability, if requested.
- Provide clear recommendations for accommodations from a professional care provider.
- Request in writing the specific accommodations needed to enable his/her academic access.

The Director of Student Success, in conjunction with other appropriate personnel, will assess a student's documentation and determine the reasonableness of the requested accommodations. The Director serves as a liaison between students and faculty/staff, working individually with students to develop and implement a plan for academic accessibility. As part of such a plan, the Director may direct students to the Counseling Center, Health Services, Office of Work & Vocation, Writing Center, and/or departmental tutoring. The Director of Student Success communicates with the appropriate faculty and staff regarding the specified accommodations and works with the

student and/or his/her instructors to ensure that the plan for academic access is followed.

STUDENT HEALTH SERVICES (SHS)

Students are required to submit immunizations to the College prior to class registration in accordance with North Carolina state law. G.S. 130-A-155 On campus Student Health Services are located in the lower level of Bell library. The walk in illness and injury clinic is open Monday –Friday, and emergency medical services are available through Sisters of Mercy Urgent Care-South(828) 210-2835 and Mission Hospital's emergency room. Student Health Services also provides off-campus local physician visits and specialist referrals. Any transportation needs for medical care can be arranged through residence life staff.

Student Health Services, Registered Nurse
Montreat College
P.O. Box 1267
Montreat, NC 28757
Office: 828-669-8012 ext. 3536
Cell: 828-779-6634 (leave a message)
lthompson@montreat.edu
www.montreat.edu/student/health/

CAMPUS STORE

The Montreat College Campus Store is located in the Belk Campus Center and provides for the purchase of textbooks, supplies, clothing, gift items, and snacks.

LAUNDRY SERVICE

Residential students are required to bring their own linens. Self-service laundry facilities are available in all residence halls at no charge.

TELEPHONE SERVICE

Free local telephone service is available in all campus residence hall rooms. Residents are expected to provide their own touch-tone telephones in order to use the service. Residents are also requested to bring an answering machine for their room.

CABLE TELEVISION SERVICE

Free extended basic cable service is available in all campus residence hall rooms. Residents are expected to provide their own cable-ready televisions. Premium services are not available.

INTERNET SERVICE

Internet access is available in all residence hall rooms. Residents must provide an Ethernet cord. Wireless internet is available in each residence hall lobby, Bell Library, Howerton Cafeteria and Belk Campus Center.

OUTDOOR GEAR RENTAL

The Outdoor Education Department's program, Backcountry, offers gear rental to faculty, staff, students and community members at a nominal fee. Available products include backpacks, sleeping bags, tarps and more! Students who complete any of the Physical Education courses are qualified to rent kayaks, canoes, and bouldering pads.

Academic Information

Information contained in this section of the catalog is provided to help students understand the College's academic policies and procedures. Students should address all questions regarding academics or academic policies to:

Senior Vice President and Provost
Montreat College (MC 850)
P.O. Box 1267
Montreat, North Carolina 28757
828-669-8012 ext. 3621

Only the Senior Vice President and Provost can make any exception to the College's academic policies. An Exception petition form can be found outside the Office of Records and Registration and through the Montreat College website.

ADVISEMENT & CLASS RESERVATION REQUESTS

During Advisement Week each student will confer with his or her advisor, secure the advisor signature on the reservation request form, and pay a non-refundable advance tuition deposit to the Finance Office which is applicable to upcoming tuition and fees. A student will be eligible to submit advisor-approved course reservation requests to the Office of Records and Registration during the reservation period after: (1) outstanding obligations to the College have been met, and (2) an advance deposit for the upcoming term has been paid to the Finance Office. Courses are not reserved until they have been entered on the computerized reservation system. Credit will be awarded only for courses in which a student is officially enrolled.

- **Eligibility by course ID level**: Courses numbered 100 and 200 are open to all students; 300-level are open to sophomores, juniors, and seniors; 400-level are open to juniors and seniors.
- **Change of schedule**: It is the student's responsibility to officially process all course changes in the Office of Records and Registration before the deadline as listed on the academic calendar. Appropriate signatures must accompany the schedule change form.

  Adding a course: Students may add courses no later than the first week of the semester.

  Dropping a course: Students who wish to withdraw from a course without a notation on their permanent record may do so during the first week of the semester. After the first week, but before the last day

to withdraw without a failing grade, a student may withdraw from a course with a "W" recorded on the transcript. Upon withdrawal after the this date, a grade of "WF" will be recorded. If a course grade of "F" has already been incurred, a student may not withdraw from that course.

NOTE: If students attend a course or section for which they are not officially registered, they will not receive credit for the work. If they do not attend a course or section for which they are officially registered and do not officially drop the course through the Office of Records and Registration, they will receive a failing grade for that course.

- **Repeating courses**: A student may repeat a course in which a grade of less than "C" was received by: (1) re-taking the same course at Montreat College or (2) re-taking the course at an appropriate accredited institution. **It is the student's responsibility to notify the Office of Records and Registration of courses to be repeated at another institution and to receive prior approval of the course to be repeated.** Students seeking approval should complete the Pre-Approval of Transfer Credit Request Form and indicate the courses to be repeated. Courses that are repeated at Montreat College for a higher grade will have the better of the two grades included in the academic GPA calculation. Courses that are authorized for repeat at another institution must be successfully completed with a grade of "C" or better. The transferred course will apply as credit only, and will not replace the previous grade in GPA calculations. *Financial aid may not be awarded for courses that are repeated.*
- **Auditing courses**: A student who wishes to audit a course must register for that course as an auditor. Registration is accepted only when approved by the appropriate professor and the Director of the Office of Records and Registration. Students may not attend a course for which they are not registered, either for credit or as an auditor.
- **Transferring courses**: A student who wishes to enroll in courses offered by another institution must complete the required form and receive approval to do so by the Director of the Office of Records and Registration. Failure to follow this procedure may result in loss of transfer credit for these courses.
- **Double counting courses**: Students may apply any course that fulfills the requirements of: (1) the general education core; (2) a major; or (3) a minor to the general education core, the major, or the minor. Exceptions to this policy are noted in specific major requirements.
- **Minimum and maximum loads**: An average academic load is 16 hours per semester. All residential students (except for those enrolled in a student teaching course) are required to enroll in a minimum of 12 semester hours each term to be considered a full-time student. Students may enroll in up to 18 semester hours. One additional course may be added with permission from the Director of the Office of Records and

Registration. Only students who have at least a 3.0 cumulative grade point average will be considered for an overload approval.

- **Class Attendance**: Regular class attendance is essential for learning, and Montreat College recognizes the need for students to be in class in order to gain the most from their college experience. Students should inform instructors of any anticipated class absences and are responsible to make arrangements to complete missed work. They are responsible to ensure that their instructors know when they are absent due to illness. Instructors establish their own attendance policies and inform students of these in the course syllabus, along with any penalties for absences. They may reduce grades for class absences, particularly if the nature of the course makes attendance imperative. If such a reduction is to be made, it will be stated in the course syllabus.
- **Final Examinations**: A student absent without excuse from a final examination may receive a failing grade in the course. Excuses from final exams are extremely rare and are granted at the discretion of the Senior Vice President and Provost and only in the case of illness or death in the immediate family. **Exams will not be given early in order to meet the travel plans of students. Students are to arrange all transportation well in advance in order to avoid conflict with the exam schedule.**

COURSE BY ARRANGEMENT (CBA)

On occasion, students may need a course that is required in their program but is not offered in a given semester or year (for example, a course may not be offered in the semester or year when it is essential for graduation or remediation). While students are expected to plan their programs carefully, there may be times when the need for a required course undertaken outside of the normal classroom setting may be valid. A course by arrangement is not a correspondence course but rather a course undertaken with the consent, regular guidance, and periodic evaluation of the instructor. Enrollment in a course by arrangement requires the approval of the instructor, department chair, and the Associate Academic Dean. CBA registration forms are available in the Office of Records and Registration and through the Montreat College website.

DIRECTED STUDY AND RESEARCH

Some disciplines at Montreat College offer qualified students the opportunity to do individualized research and study. A directed study is a customized program of study in a student's major or minor in which the student undertakes intensive work in an approved subject. Designed in collaboration with a faculty member, the directed study is intended either to be an extension of a previous course or the study of a topic not included in the curriculum. The work is undertaken with the regular guidance and direction of the faculty member, who will maintain at least 15 contact hours with the student (for a three-credit directed study) during the semester. It may include such options as research, project development, readings, or performance. Prerequisites include junior standing or above, a grade point average of at least 2.5,

approval by the faculty supervisor, department chair, and Associate Academic Dean at least three weeks before the start of the semester in which the course will be taken, and completion of all prerequisites stated in each department's directed study course description. Directed Study registration forms are available in the Office of Records and Registration and through the Montreat College website.

INTERNSHIP AND PRACTICUM EXPERIENCES

Academic departments at Montreat College offer students two kinds of extended opportunities for practical experience in their field of study: internships and practicum experiences. Internships and practicum experiences enhance students' education with experiential learning in appropriate professional settings through these off-campus experiences. Internships and practicum experiences allow students to explore the relationship between theory and practice in order to further their spiritual, academic, social, and professional development. It is intended that these experiences will contribute to the student's service-driven experience at Montreat College. Internship and Practicum registration forms are available in the Office of Records and Registration and through the Montreat College website.

Goals of the Practicum/Internship Program

1. To provide an opportunity for students to integrate theory with practical experience.
2. To assist students in developing a clearer understanding of their chosen occupation.
3. To allow students to test their understanding and theories in a real-life setting.
4. To challenge students to develop a biblical as well as an experiential understanding of the role of labor, work, and action as sources of meaning in life.
5. To broaden a student's horizons.

Definition of a Practicum

A practicum is a supervised experiential learning opportunity, generally in an off-campus setting, that provides students with initial exposure to relevant professional activities. Practicum experiences may be taken for 1-3 credit hours and a maximum of 3 hours may be used to satisfy degree requirements. Each credit hour earned requires 40 hours of on-site involvement during an agreed upon length of time. Prerequisites: Permission of the student's advisor and department chair or designee.

Definition of Internship

Internships are intensive, quality, structured learning opportunities, generally in off-campus settings that immerse students in appropriate professional contexts. Internships require extensive involvement by the students. Supervision is a shared responsibility between the academic department and

the on-site supervisor. An internship experience can be taken for 2-6 credit hours. Each credit hour earned requires 60 hours of on-site involvement during an agreed upon length of time—which should be for at least a six-week period. The internship experience can be repeated once during a separate semester from the original internship experience. A maximum of 6 hours may be used to satisfy degree requirements / prerequisites: Junior standing and approval of the student's advisor, department chair or designee. Individual departments may require a pre-internship course prior to internship registration.

MAY TERM

May Term provides Montreat students with a great opportunity to engage in a concentrated, three-week schedule taking one or two courses offered by outstanding faculty of Montreat College. The May Term reduced tuition rate per credit hour equals half the normal costs charged for full or part-time study during the academic year. In addition, May Term allows students to accelerate their academic program, to finish their degree program early and to overall, save money. With May Term final exams ending early in June, students are free to work a summer job or to participate in a meaningful summer internship.

SUMMER COURSEWORK

A student who wishes to enroll in the summer courses offered by another institution must receive approval to do so from the Office of Records and Registration and complete the necessary form required by that office. Failure to follow this procedure may result in loss of transfer credit for these courses.

Students who choose to take part in an internship program offered through Montreat College during the summer break must register for those internships no later than the date posted by the Office of Records and Registration.

PLUS ON-LINE COURSES

PLUS on-line courses are developed to assist undergraduate students in fulfilling general education and elective credits. Courses are offered to provide opportunities for enrichment to non-degree seeking students and other community members who are engaged in full-time employment as well. Undergraduate students must complete a prior approval form to receive degree credit for PLUS courses. Those seeking to enroll in PLUS courses as a non-degree student must complete the special student application for admission.

Space permitting, SAS students enrolled full-time may take PLUS courses tuition free, but must pay the resource fee and any overload fees. For more information, contact the PLUS Program Coordinator at (828) 669-8012, ext. 2751, or visit the PLUS webpage: www.montreat.edu/academics/spas/plus/.

CLASSIFICATION OF STUDENTS

At the beginning of each semester, all students are officially classified by the Registrar. Class standing is based on the following:

STUDENT CLASSIFICATION FORMULA	
Classification	**Semester Hours**
Freshman	One (1) to twenty-nine (29) hours
Sophomore	Thirty (30) to fifty-nine (59) hours
Junior	Sixty (60) to eighty-nine (89) hours
Senior	Ninety (90) or more

New students at Montreat are identified as:

- **First-time freshman**: A new student who has no college credits prior to the immediately previous summer sessions, or who has only college credits taken while still a high school student.
- **Other freshman**: A student who has earned more than 12 hours of credit, but less than 24 at another post-secondary institution before enrolling at Montreat College.
- **Transfer**: A student who, after high school graduation and prior to the immediately previous summer session, has been enrolled in another post-secondary institution before enrolling at Montreat College, earning 24 hours or more of institutional transfer credit.
- **Readmit**: A student readmitted to the same program level of instruction after an absence of 5 years or less. (If the absence has been more than 5 years, the student is classified as a new student and must go through either the "Admission of First-Year Students" or "Transfer Admission" process.)

Students are classified academically as follows:

- **Full-time**: A student enrolled in 12 or more semester hours of credit.
- **Part-time**: A student enrolled in 1-11 semester hours of credit.
- **Special**: A student who is not a candidate for a degree and who cannot be classified by academic level, although taking courses in regular classes with other students.
- **Audit**: A student taking course work for no credit.

GRADING SYSTEM

Students in the School of Arts and Sciences at Montreat College follow a semester system. The academic proficiency of a student is indicated by the following letter system:

GRADE AND ASSOCIATED QUALITY POINTS	
Grade	**Quality Points**
A	4.00 quality points awarded per credit hour
A-	3.66 quality points awarded per credit hour
B+	3.33 quality points awarded per credit hour
B	3.00 quality points awarded per credit hour
B-	2.66 quality points awarded per credit hour
C+	2.33 quality points awarded per credit hour
C	2.00 quality points awarded per credit hour
C-	1.66 quality points awarded per credit hour
D+	1.33 quality points awarded per credit hour
D	1.00 quality points awarded per credit hour
D-	0.66 quality points awarded per credit hour
F	0.00 quality points awarded per credit hour
I	Indicates incomplete work and is given when some portion of the work is unfinished. "I" is to be given only when there are circumstances beyond the control of the student, such as serious illness, which prevents the student from taking the final exam or completing a course requirement. An incomplete must be completed within six weeks after the end of the course or the "I" grade will be converted to the grade the student earned before the course extension was granted.
P	"Pass," equivalent to a minimum letter grade of "C," indicates that the credit hours for the course are deducted from the total hours needed for graduation with no impact on the grade point average.
W	Indicates withdrawal from a course with permission and within the time limits and according to the procedures established by the Office of Records and Registration.
WF	Indicates withdrawal after the last day to withdraw and receive a grade of "W." Factors into the grade point average as an "F."
NS	Indicates an unsuccessfully attempted course or competency, where no credit or competency has been earned. Does not affect GPA or quality points.
AU	Indicates a course which has been audited and no credit earned.

GRADE POINT AVERAGE (GPA)

The grade point average each semester is computed by dividing the total number of quality points earned by the total number of hours attempted. Courses with a notation of "W" or "NS" will not be counted as hours attempted in computing grade point average; grades of "F" and "WF" will be counted as hours attempted. No quality points are assigned for grades of "F," "WF," "W," "AU," "NS", or Pass/Fail. Cumulative grade point average is computed on all courses taken, excluding courses in which a "Pass" grade has been received.

MID-TERM GRADES

Midterm grades are viable to students online via the student information system every semester. Midterm grades are not recorded on the official transcript but serve to notify students of their progress during the first half of the semester. Midterm grade reports are issued prior to the last day to drop a course with a "W."

ON-LINE TRANSCRIPTS AND GRADE REPORTS

Grades are processed by the Office of Records and Registration after the end of each grading period. Students who are in good financial standing may view and print their online transcript and grades by logging into their online account. Students who are unable to view their grades online may request a copy of their current grades from the Office of Records and Registration. Grades are not mailed; however, students may request a certified copy of their grades, if needed. Transcripts will not be released online or in hard copy if the student is financially indebted to the college.

REQUESTING AN OFFICIAL ACADEMIC TRANSCRIPT

The official record of the academic accomplishment of each student who enrolls is maintained by the Office of Records and Registration. All courses attempted, grades awarded, degrees conferred, and the major program of baccalaureate degree recipients, along with identifying personal data, are certified on the transcript. There is a $5.00 charge for each official transcript that is requested. Faxed or Express transcripts will incur an additional $10 per copy charge ($15 total). Overnighted transcripts will incur a total fee of $30 per transcript. Federal law requires the written consent of the student to release a transcript. Transcripts will not be released if the student is financially indebted to the College. Transcript request forms are available in the Office of Records and Registration and through the Montreat College website.

GRADE CHANGES

All grades are final three months after the date of issuance. Grades will be changed due to a computational error within three days from the start of the next semester. Under no circumstances will a student be allowed to do makeup work to improve a grade once final grades have been submitted. All grade changes must be approved by the Director of the Office of Records and Registration.

ACADEMIC GRIEVANCES

An academic grievance must be received no later than 15 business days from the date final grades were issued by the Office of Records and Registration for the course in question. A formal grievance related to a grade may be filed only if at least one of the following conditions apply:

- The student can provide evidence that an assigned grade was based on arbitrary or nonacademic criteria.
- The student can provide evidence that the criteria for evaluating the assignment or course work were not applied or were misapplied, such that the assigned grade does not accurately reflect his or her fulfillment of course requirements and/or course policies as stated in the syllabus (i.e., class attendance, grade standards, penalty for late or incomplete work) and/or the applicable requirements of the College.

GOOD ACADEMIC STANDING AND SATISFACTORY PROGRESS

Full-time students are in good academic standing and making satisfactory progress if they meet the criteria outlined in the following chart.

MINIMUM ACADEMIC STANDARDS										
At end of	**Year 1**		**Year 2**		**Year 3**		**Year 4**		**Year 5**	
Term	1	2	1	2	1	2	1	2	1	2
Must have	9	21	33	45	58	71	84	98	113	128
Completed	credits		credits		Credits		credits		credits	
With minimum GPA	1.60	1.70	1.80	2.00	2.00	2.00	2.00	2.00	2.00	2.00

Note: Students transferring into Montreat College with a grade point average below 2.00 will enter on academic probation. Academic Standing will be based on student's expected class level GPA including transfer hours.

When extenuating circumstances exist (such as injury to the student, illness of the student, or the death of a parent), the Senior Vice President and Provost may waive the above requirements and may declare a student to be in good standing and making satisfactory progress even though he/she fails to meet one or both of the above criteria.

Withdrawal from courses and grades of "Incomplete" will not affect good standing or academic progress provided the student meets the criteria indicated in the above chart.

REQUIRED COURSES MUST BE TAKEN UNTIL SUCCESSFULLY COMPLETED

Students may not drop or defer required courses. All full-time students must be enrolled in the courses below, unless they have received transfer, AP, or CLEP credit for them, until they are successfully completed:

First Year, First Semester Courses: IS 102 Foundations of Faith and Learning (not required of students transferring in 12 or more hours); BB 101 Old Testament Survey; and EN 101 English Composition.

First Year, Second Semester Courses: BB 102 New Testament Survey and EN 102 English Composition or EN 104 Introduction to Literary Studies.

Students who do not pass a required course will be required to re-enroll in the course the following semester. EN 101 and 102 or 104 must be completed with grades of C or better or these courses must be retaken the following semester. Required courses must be taken until successfully completed.

ACADEMIC SECOND CHANCE (ASC)

An undergraduate student may appeal for an Academic Second Chance (ASC) to request academic forgiveness for Montreat College courses. Forgiveness may apply to a single semester or a continuous consecutive series of semesters within which a student earned grades lower than a "C". If approved, those terms would be excluded when calculating the student's grade point average. No courses taken during the period approved for ASC would apply toward requirements for a degree.

A student who wishes to petition for academic forgiveness must meet the following criteria:

- The student must have been separated from all institutions of higher learning for a period of two (2) calendar years.
- The student must have re-entered Montreat College and earned at least 12 credit hours at Montreat College with a minimum GPA of 2.5 on those hours. He/she must be currently enrolled at Montreat College.

ASC terms will remain a part of the student's record although the forgiven semesters in their entirety will be excluded when calculating the GPA. The refigured GPA will be the official GPA of the College. A statement to that effect will be placed on the student's record.

Academic Second Chance may be granted only once and applies only to Montreat College credit. It is important to note that ASC may not be recognized by other institutions. A student may submit a letter of appeal including a description of his/her current action plan to achieve academic success to:

Director of Records and Registration
Montreat College
P.O. Box 1267
Montreat, NC 28757
828-669-8012 ext. 3731

ACADEMIC PROBATION

Students whose earned credits and cumulative grade point average fail to meet the criteria established for their level will be placed on academic probation for the next semester. If at the end of that semester the credits and cumulative average are still below the required minimum, the student will be placed on final probation for the following semester. If the necessary criteria have not been achieved by the end of final probation, the student will be subject to academic suspension.

ACADEMIC SUSPENSION

The administration reserves the right to suspend a student from the College because of poor scholarship. Any student on academic or final probation who fails to meet the requirements of probation will be subject to academic suspension without refund of fees.

A student not permitted to continue for academic reasons may appeal the suspension in writing to the Senior Vice President and Provost within two weeks of the suspension. A student who is suspended for academic reasons may reapply to the College after one semester. If readmitted, the student will be placed on final academic probation. Work undertaken in summer school will be considered in evaluating a student for readmission. (See the repeated course policy for more information.)

EXCESSIVE ABSENCES POLICY

Students at Montreat College are expected to be in regular class attendance. Professors will contact students whenever excessive absences occur. In cases where students do not adhere to the attendance policies established by their professors and class performance is therefore in jeopardy, the following procedures will occur:

1. When a student has been absent (unexcused) three times consecutively in a Monday, Wednesday, Friday class or two times consecutively (unexcused) in a Tuesday/Thursday class, the professor will notify the Director of Student Success and the student's advisor.

2. The Director of Student Success and the advisor will be in contact with the student to determine the cause of the absence. As appropriate, referrals will then be made to other appropriate campus personnel. (Residence Directors, Counselor, Nurse, Dean of Students, etc.)

3. If the student persists in non-class attendance, the professor will refer the student to the Senior Vice President and Provost. The Senior Vice President and Provost, or designee, will confer with the student. The student's parents may be notified in accordance with the FERPA policies of the College.

4. If the pattern of non-class attendance continues in a majority of the student's classes, the student may be subject to an administrative withdrawal from the College. Notification of non-class attendance must also be made to the Office of Records and Registration and the Financial Aid Office.

DECLARING A MAJOR/MINOR/CONCENTRATION

Students should declare a major program of study before the first semester of their junior year (60 hours completed) by filing the appropriate form with the Office of Records and Registration. Transfer students bringing in 60 credits or more should declare a major during their first semester at Montreat College. Students seeking Teacher Certification or Music Performance are advised to consult with their academic advisor due to the heavy academic course load required for this program of study. Education students must be formally admitted into the program before declaring a major. Students seeking Bible and Religion, Worship Arts, or Outdoor Ministry are advised to consult with financial aid before declaring a major.

Students wishing to declare a minor may do so at any time by submitting a Declaration of Major form to the Office of Records and Registration. Only when a Declaration of Major form has been submitted to the Office of Records and Registration will the major/minor be considered officially declared and noted on the student's official college transcript. Students deciding to change their major and/or minor must go through the same procedures used to declare their initial major and/or minor.

ACADEMIC ADVISING

Upon enrollment, students will be assigned a faculty advisor to assist them in clarifying their education objectives, planning programs, utilizing resources, and meeting requirements for graduation. First time freshmen will be advised by the professor of their IS 102, Freshman Seminar, course. Transfer students and "other freshmen" will be assigned a faculty advisor from the department in which their interests lie. When students declare a major, they are assigned to an advisor in their major field.

Students and faculty advisors work together with the Director of the Office of Records and Registration and the Sr. Assistant Director of the Office of Records and Registration for SAS and Advising in arranging an orderly program of study leading toward graduation, as the close monitoring of students' progress is an important goal of Montreat College. **However, it remains the student's responsibility to become familiar with and to fulfill all degree requirements.**

COURSE REQUIREMENTS FOR GRADUATION

Montreat College requires each student to enroll in a prescribed program of study and to pursue this curriculum through a carefully planned sequence of courses that will lead to successful completion of the academic program and the awarding of the appropriate degree. Each student must attempt to register for required courses before pursuing elective courses in order to concentrate upon the General Education Core of courses that the faculty judges to be basic for a liberal arts education. After primary attention has been given to completion of the General Education Core requirements and the General

Education Competency requirements, the student and academic advisor should work collaboratively to select courses appropriate to the student's major program of study, followed by electives. No deviation from the prescribed course of study will be permitted without written permission **prior** to course registration by the academic advisor and the Office of Records and Registration.

ACADEMIC REQUIREMENTS FOR GRADUATION

In order to graduate from Montreat College, students must fulfill the following requirements:

- Earn a minimum of 126 semester hours.
- Earn a minimum cumulative grade point average of 2.0.
- Complete the general education core requirements and meet all General Education Competency requirements.
- Successfully complete all requirements in the major field. Normally a major will require that students engage in specialized study in that discipline (and/or closely related ones) with the majority of the course work at the 300- and/or 400-level. A minimum of 30 semester hours is required in any major field of study.
- Successfully complete at least 33 semester hours in 300-level or above courses.
- Earn a grade of "C" or better and attain a minimum 2.0 grade point average in courses counted toward the major, the concentration within a major, or the minor field.
- Fulfill residency requirement of two semesters and the completion of 32 of the last 39 hours at Montreat College.
- Students transferring in with senior status must successfully complete a minimum of 18 hours in the major at Montreat College.
- Students must fulfill all graduation requirements and obligations to the College in order to participate in the commencement ceremony.

Students are subject to the academic requirements stated in the catalog that was current when they first enrolled as students. A student who leaves the College and is later readmitted must meet the requirements current at the time of readmission.

Students whose native language is not English, and whose prior language of instruction was not English, may substitute English for the foreign language requirement for the Bachelor of Arts degree. Twelve hours of approved English courses*, in addition to the nine hours of general education core requirements, may be substituted.

Students who seek to earn more than one degree must complete a minimum of 32 hours above the 126 that are required for the awarding of the first bachelor's degree. If course work distinctive to a second degree is less than the 32 hour minimum, then the balance should be completed in electives

related to and complementary to the major of the second degree. If the course work that is distinctive to the second degree is greater than 32 hours, then the student must complete the full amount of that work regardless of any other minimums.

*The student should consult with the English Department to decide which courses would strengthen communication and/or grammar skills. These courses will be approved toward meeting the language requirement.

GRADUATION PARTICIPATION

Commencement ceremonies are held twice yearly for associate, baccalaureate and master's degree graduates. All students receiving diplomas are encouraged to be present. Graduates may purchase caps and gowns, invitations, and other graduation supplies through the Campus Book Store. Only students who have completed all requirements for graduation and have met all financial obligations to the College will be permitted to participate in the commencement ceremony. Application for graduation must be made by October 1 for December graduation, March 1 for May graduation, and June 1 for August graduation. Students who do not graduate at that time will need to complete a new application for graduation to be considered for the next degree conferral. Students may petition to participate in the commencement ceremony if the student is within 3 credit hours or one requirement of fulfilling graduation requirements. The petition form must be returned to the Office of Records and Registration in order to be considered.

GRADUATION AND STUDENT ACHIEVEMENT HONORS

For graduation with honors from a baccalaureate program, students must earn a minimum of 60 hours at Montreat College and meet the following minimum cumulative grade point average requirements:

GPA	HONOR
3.50 – 3.69	*Cum laude*
3.70 – 3.84	*Magna cum laude*
3.85 – 4.00	*Summa cum laude*

Students with 45-59 hours at Montreat College and a minimum grade point average of 3.75 may graduate "*with distinction*."

Valedictorian and Salutatorian are recognized among baccalaureate graduates with the two highest cumulative grade point averages having completed a minimum of 60 hours at Montreat College.

Dean's List is made up of those students who, during the previous semester, have met the following requirements: (1) received a grade point average of 3.5–3.89 on academic work; (2) earned at least 12 credit hours; (3) completed the chapel/convocation attendance requirement; (4) received no grade of "I," "F," "WF;" and (5) maintained a satisfactory citizenship record.

Distinguished Scholars' List is made up of those students who, during the previous semester, have met the following requirements: (1) received a grade point average of 3.90 or above on academic work; (2) taken at least 12 hours of academic work; (3) satisfactorily completed the chapel/convocation attendance requirement; (4) received no grade of "I," "F," "WF;" and (5) maintained a satisfactory citizenship record.

Scholarship Pin is awarded to graduates receiving the bachelor's degree who have fulfilled the requirements for Dean's List (3.50-3.89 GPA) or Distinguished Scholars' (3.90 GPA or above) for six consecutive semesters.

Alpha Chi, one of the three most prestigious national honor societies, maintains the North Carolina Tau Chapter at Montreat College. Active membership is based on: (1) good reputation and character (2) rank in the top 10 percent of the junior and senior classes, and (3) regular student status at Montreat College for no less than one academic year prior to election. Potential Alpha Chi members must be approved by the faculty.

Academic Excellence Awards are made to the freshmen, sophomores, juniors, and non-graduating seniors with the highest cumulative grade point averages. Certificates are also awarded to all students with cumulative grade point averages above 3.85 who have attended at least two semesters as full-time students at Montreat College with the exception of first-year freshmen.

Outstanding Bible and Religion Graduate Award is given to an outstanding graduating Bible and Religion major who has demonstrated academic excellence, theological acuity, Christian maturity, and Kingdom vision.

Outstanding Biology Graduate Award is awarded to a graduating senior in the Biology program who has demonstrated excellence in academics, Christ-like character, and compelling leadership qualities.

Hicks Anderson Outstanding Business Graduate Award was established in 2001 to recognize a graduating Business major who has best demonstrated outstanding academic performance, selfless service, and exemplary Christian character. This award is presented annually to one School of Arts and Sciences student and one School of Professional and Adult Studies student.

Outstanding Communication Graduate Award acknowledges a graduating senior within the Communication major, who has displayed academic excellence, Christian character, and a servant's heart.

Ephraim Award is based upon Genesis 41:52 and awarded to a graduating senior within the Elementary Education Department. The Education faculty members select the student who has most displayed courage and obedience to God's calling on his/her life.

ABCD Award (above and beyond the call of duty in service)
"Serving . . .not because you must, but because you are willing, as God wants you to be. . . eager to serve." (I Peter 5:2b)
Criteria for candidate nomination: Senior candidates in the Elementary Education Department will be nominated by faculty, staff, cooperating teacher and fellow candidates in letter of recommendation. Additional recommendation from service organization personnel preferred. Selection will be responsibility of Teacher Education Advisory Board.

Second Mile Award (for candidate work with families)
"And whoever shall compel you to go a mile, go with him two." (Matthew 5:41)
Criteria for candidate nomination: Senior candidates in the Elementary Education Department will be nominated by faculty, staff, cooperating teacher, and fellow candidates in letter of recommendation. Selection will be responsibility of Teacher Education Advisory Board.

Outstanding Environmental Studies Graduate Award is given to a graduating senior within the Environmental Studies major. Award recipients are chosen by department faculty based on academic achievement, Christian commitment, servant leadership, and leadership among students.

Outstanding History Graduate Award may be given at the close of the academic year to a graduating senior deemed especially outstanding as a student of history. The recipient is usually a History major or minor.

Outstanding Human Services Graduate Award is given annually to a graduating senior within the Human Services program. Using the following criteria, the award recipient is chosen collaboratively by the Human Services faculty and graduating seniors within the major; abides by high moral standards, has a clear sense of direction, helps people on and off campus, and performs academic work with excellence and enthusiasm.

Elizabeth H. Maxwell Literature Award is given to a graduating senior who has demonstrated outstanding achievement in literary studies as determined by the English faculty. Requirements include that the student major in English, maintain a GPA of 3.2, take at least one course from each full-time member of the English faculty, and demonstrate creativity and maturity in the field of literary studies.

Outstanding Music Graduate Award may be presented annually to a graduating Music major who exhibits excellence in music and who has made significant contributions in service to the music program.

Outstanding Outdoor Education Graduate Award is given to an outstanding graduating senior who is a candidate for a Bachelor of Science degree in Outdoor Education. Requirements include: committed to a career in Outdoor Education; maintained a 3.0 GPA; pursued certifications; made an outstanding contribution to the Outdoor Education Department; demonstrated

creativity, maturity, and excellence in teaching; demonstrated that he/she is a servant leader; and bears evidence of a committed Christian life.

Outstanding Psychology Graduate Award is presented to a graduating senior who has demonstrated exceptional scholarship in the major field of psychology, and who shows great promise for using his or her understanding of human behavior to become an agent of transformation, renewal, and/or reconciliation to the glory of God.

Writing Center Award distinguishes a student who combines superior academic writing ability with the talent to inspire fellow students to excel in writing. The recipient is a graduating senior who has served in the writing program for at least two semesters and is graduating with a 3.0 GPA or higher.

Christian Educator Award is given by the North American Association of Christian Educators upon the recommendation of the Christian Education faculty to a student who will make a significant contribution to the Christian education vocation.

Music Business Leadership Award is presented to a Music Business Major who has exhibited dedication, innovation, tenacity, the ability to quickly adapt, and a desire to learn – skills that are necessary for success in the music industry. Above all, the recipient of this award has practiced servant leadership both in the music department and in the college community at large.

Theatrical Excellence Award is available to sophomores, juniors, and seniors who have demonstrated excellence and potential in the field of theatrical arts through exemplary participation in theatre work at Montreat College.

Certificate of Excellence in Youth Ministry is awarded by the Youth Ministry Educators' Forum upon the recommendation of the Youth Ministry faculty to a Montreat College student who has demonstrated academic excellence and giftedness in working with young people..

Zondervan Greek Award is presented by Zondervan Publishing House. Upon recommendation of the Biblical, Religious, and Interdisciplinary Studies Department, this award recognizes students for their singular achievement in the study of Biblical Greek.

Faculty Service Award annually recognizes a graduating senior who has made outstanding contributions to Montreat College and who has given evidence of effective Christian citizenship.

Kim Denise Trapnell Servant Leader Award was established in 1994 in honor of Kim Denise Trapnell, an outstanding example of student leadership.

It is given annually to the student who best demonstrates a servant's heart in leading others through service, attitude, and relationships.

SGA Staff Person of the Year Award is given annually by the Student Government Association to a staff member who has excelled in all areas of Montreat College.

SGA Excellence Award, established in 1994 by the Legislative Committee, is given annually to the member of the Student Government Association who has shown outstanding dedication and leadership throughout the year.

SEEDS Environmental Stewardship Award is given annually to a student that has exhibited exceptional leadership in helping Montreat College fulfill the Biblical mandate to be wise stewards of creation

National Association of Intercollegiate Athletics All-American Scholar-Athlete Award recognizes excellence in the classroom and on the field of play. Nominees for this honor must be junior or senior varsity performers who have been enrolled at their nominating institution for a minimum of one full term. They must also have at least a 3.50 cumulative grade point average on a 4.00 scale from their nominating institution.

WITHDRAWAL

Students who wish to withdraw from all of their courses during a given semester (which constitutes withdrawal from the College) must obtain a withdrawal form from the Office of Records and Registration and submit the completed form to the Office of Records and Registration within one week of the date of the student's last class attendance. Students will be granted an honorable dismissal and receive a "W" in the registered courses provided the completed withdrawal form is submitted to the Office of Records and Registration within the time limit for dropping courses with a "W." Students who leave the College after the deadline for dropping courses with a "W" or who leave without completing the withdrawal process will not be granted honorable dismissal and a grade of "WF" or "F" will be assigned for all courses, whichever is appropriate. Students who quit attending class are subject to an administrative withdrawal by the College. A grade of "WF" will be assigned for students who have been administratively withdrawn.

For medical reasons or other serious circumstances that prevent the student from completing the withdrawal process, the Vice President of Student Services and Dean of Students will make appropriate arrangements.

DISMISSAL FOR ACADEMIC DISHONESTY

A student may be dismissed from the College without refund of tuition or fees after the second incident of academic dishonesty occurs (including, but not limited to, cheating and plagiarism). That student will not be eligible to reapply

to the College for at least two years after the dismissal, and any readmission will be subject to review by the Student Success and Retention Team. (See the Student Handbook for full details of this policy.)

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records. The law states that the institution will not disclose personally identifiable information from educational records **without the written consent of the student.** FERPA allows exceptions, and records may be released to the following:

- Montreat College officials with a legitimate educational interest.
- Federal, state, or local educational authorities, in compliance with legal requirements or for legitimate educational research, provided that the confidentiality of the records is maintained and that written authorization is provided by the campus office or agency needing this information; a picture ID is required.
- Appropriate persons as designated in the release of Directory Information.
- Persons or organizations providing financial aid to the student, or determining financial aid decisions related to eligibility, amount, condition, and enforcement of the terms of aid.
- The parents of dependent students.
- To comply with a lawfully issued subpoena, in which case the College will make a reasonable effort to notify the student of the intent to release the requested information.
- The appropriate persons in the event of a health or safety emergency.
- The Attorney General only to investigate or enforce legal requirements applicable to federally supported education programs.
- Disclose the outcome of disciplinary proceeding against a student in specified circumstances.
- Parents and legal guardians of students under age 21, without regard to whether the student is a dependent, if the student has broken laws or violated polices relating to the use or possession of alcohol or a controlled substance.

Students must provide written authorization for grades or transcripts to be mailed or released to any third party. Transcripts will not be released if the student is financially indebted to the College.

DIRECTORY INFORMATION

The College publicly shares information that is generally considered non-harmful, allowing the College to include information about the student in programs and news releases of campus activities, in recognition of honors, the commencement program, the College academic catalog, the College web-site, and other publications. Directory information includes: the student's

name, local and permanent address, Montreat College email address, telephone number, date and place of birth, sex, marital status, major field of study, dates of attendance, enrollment status, degrees, honors and awards, participation in officially recognized activities and sports, physical factors, photographs, and the most recent previous educational agency or institution attended.

FERPA provides that any student may, upon written request, restrict the printing of directory information relating to him or herself. Any student who desires to have directory information withheld should notify the Office of Records and Registration with a written and signed statement.

FERPA grants students the right to inspect and challenge information in their files. Requests for access to academic records must be made in writing to the Director of the Office of Records and Registration. Requests for access to other personal records must be made in writing to the Vice President of Student Services and Dean of Students. The College has 45 days to comply with each request. Following access, the student or parent may request a hearing to challenge the contents of a record. The Director of the Office of Records and Registration or the Vice President of Student Services and Dean of Students will arrange the time and place and notify the student or parent.

OFFICIAL MAIL

Students receive mail on campus at their official Montreat College email address or at their designated Montreat College campus mailbox located at the box station at the lower level of Belk Campus Center. Students should check their mailboxes and their email frequently. Official communications will be emailed to students when possible at their official Montreat College email addresses. Confidential information may not be emailed to a non-Montreat College email address. Official communications will also be sent to students at their campus mailbox addresses, so students should check their boxes regularly.

INCLEMENT WEATHER POLICY

During periods of especially inclement weather a decision to close or delay the opening of the College will be made prior to 7:00am. College closings or delays will be announced on WLOS TV, Fox TV, and Clear Channel Radio stations. Also, a recording will be issued on the College's main telephone greeting (828-669-8011), a message will be posted on the College's main webpage (www.montreat.edu), and an email will be sent to all faculty, staff, and students indicating the status of the institution (closed, two hour delay, etc.). In the event that the College runs on a two-hour delay, the following Academic Class Schedule will be followed:

2-hour Delay Academic Class Schedule					
MWF Normal Class Schedule	**MWF 40-minute Class Schedule**		**T/TH Normal Class Schedule**	**T/TH 50-minute Class Schedule**	
8:00-8:50	10-10:40	1st Hour	8:00-9:20	10-10:50	1st Hour
9:00-9:50	10:50-11:30	2nd Hour		11-11:50	Chapel
10:00-10:50	11:40-12:20	3rd Hour		Lunch	
11:00-11:50	12:30-1:10	4th Hour	9:30-10:50	1-1:50	2nd Hour
12:00-12:50	1:20-2:00	5th Hour	12:30-1:50	2-2:50	3rd Hour
1:00-1:50	2:10-2:50	6th Hour	2:00-3:20	3-3:50	4th Hour
2:00-2:50	3:00-3:40	7th Hour	3:30-5:00	4-4:50	5th Hour
3:00-3:50	3:50-4:30	8th Hour			
4:00-4:50	4:40-5:20	9th Hour			
	Evening classes continue as scheduled			Evening classes continue as scheduled	

Academic Departments

The curriculum is distributed among ten academic departments:

BIBLICAL, RELIGIOUS, AND INTERDISCIPLINARY STUDIES
G. Van Brocklin, Chair (ext. 3819, MC Box 849)
P. Owen, D. Shepson, M. Wells, T. Oxenreider, S. Woodworth (Chaplain)

BUSINESS AND COMPUTER INFORMATION SYSTEMS
K. Gorman, Chair (ext. 2753, MC Box 897)
S. Dukas, M. Njoku, I. Owolabi, J. Powell, J. Teo

COMMUNICATION/THE ARTS
J. Shores, Co-Chair (ext. 3314, MC Box 893)
J. Southerland, Co-Chair (ext. 3641, MC Box 831)
C. White-Hinman

EDUCATION AND PHYSICAL EDUCATION
C. Nihart, Chair (ext. 3533, MC Box 853)
B. Braboy, M. Diggs, T. Horning

ENGLISH AND FOREIGN LANGUAGES
R. Gray, Co-Chair (ext. 3216, MC Box 816)
C. Howell, Co-Chair (ext. 3222, MC Box 826)
C. Adams (Writing Center Director), K. Angle, H. Hernandez, D. King, M. Konarski-Fusetti, A. Oxenreider

MUSIC
K. Auman, Chair (ext. 3775, MC Box 492)
E. Stackhouse, T Wilds

NATURAL SCIENCES
B. Joyce, Chair (ext. 3304, MC Box 821)
B. Daniel, L. Davis, M. Lassiter, D. Proppe, M. Wilson

NURSING
B. Nelson, Chair BSN/SPAS (704-357-3390, ext. 1021, MC Box 897)

OUTDOOR EDUCATION
A. Bobilya, Co-Chair (ext. 3412, MC Box 818)
B. Daniel, Co-Chair (ext. 3307, MC Box 809)
K. Kalisch, J. Rogers, D. Shuman, D. Sperry

SOCIAL SCIENCES
M. McCarthy, Chair (ext. 3803, MC Box 851)
G. Blanton, P. Connelly, W. Forstchen, W. Faircloth

Academic Programs

ACADEMIC PROGRAM NOMENCLATURE

Major – A coherent program of study that addresses identifiable learning outcomes. A major requires a minimum of 36 semester hours of coursework.

Concentration – An area of specialization under an appropriate major. A major with areas of concentration requires a minimum of 15 semester hours of specialized concentration coursework in addition to other courses in the major.

Minor – A coherent program of study that focuses on breadth, rather than depth, of knowledge in a discipline. A minor requires a minimum of 18 semester hours.

PROGRAM OF STUDY OPTIONS

Montreat College currently offers forty-eight outcomes-based, learner-focused, major programs of study in addition to the student-designed (or customized) Interdisciplinary Studies Major. Each program is committed to the integration of faith and learning as it seeks to educate the mind and challenge the spirit. The programs listed below are categorized according to the following codes: AA (Associate in Arts), AS (Associate in Science), BA (Bachelor of Arts), BM (Bachelor of Music), BS (Bachelor of Science), M (Major), MI (Minor), MS (Master of Science), C (Concentration), TL (Teacher Licensure), and CT (Certificate).

ACADEMIC PROGRAMS		
Program of Study	**Degree Option**	**Category**
American Studies	BA, BS	M
Art		MI
Bible and Religion		M, MI
Biblical Scholarship Concentration	BA	C
Christian Education Concentration	BA, BS	MI, C
Cross-Cultural Studies Concentration	BA	C
Ministerial Studies Concentration	BA	C
Special Emphasis Concentration	BA	C
Youth Ministry Concentration	BA, BS	C
Biology		M, MI
Pre-Professional Concentration	BS	C
Environmental Concentration	BS	C
Special Emphasis Concentration	BS	C
Business Administration		M, MI
International Business Concentration	BS	C
Management Concentration	BS	C
Marketing Concentration	BS	C
Sport Management Concentration	BS	C

Special Emphasis Concentration	BS	C
Chemistry		MI
Communication		M, MI
Digital Media Production	BS	C
General	BS	C
Journalism	BS	C
Public Relations	BS	C
Theatre	BS	C
Computer Information Systems	BS	M, MI
Elementary Education	BA, BS	M, TL
English		M, MI
Creative Writing Concentration	BA	C
Literature Concentration	BA	C
Professional Writing Concentration	BA	C
Special Emphasis Concentration	BA	C
Environmental Education	MS	
Environmental Studies		M, MI
Field Studies Concentration	BS	C
Special Emphasis Concentration	BS	C
Pre-Professional Concentration	BS	C
History	BA, BS	M, MI
Interdisciplinary Studies	BA, BS	M, MI
Leadership		MI
Modern Languages		MI
Music		M, MI
Organ Performance	BM	C
Piano Performance & Pedagogy	BM	C
Voice Performance	BM	C
Music Business	BA, BS	M
Outdoor Education	BS	M, Mi
Outdoor Ministry	BS	M, MI
Philosophy & Worldviews	BA, BS	M
Physical Education		MI
Psychology and Human Services	BA,BS	M, MI
Human Services Concentration	BA,BS	C
Psychology Concentration	BA,BS	C
Spanish		MI
Theatre		MI
Wilderness Leadership		CT
Worship Arts	BM	M
Associate in Arts	AA	M
Associate in Science	AS	M

Pre-law Program: The American Bar Association, the national organization that oversees legal education, recommends that students who are interested in going on to law school "seek courses and other experiences that will engage them in critical thinking about important issues, that will engender in them tolerance for uncertainty, and that will give them experience in structuring and evaluating arguments for and against propositions that are susceptible to reasoned debate."

One of the best ways to do this is through a liberal arts education. A liberal arts education provides students with a broad based education as well as providing them with an essential set of key skills which are critical to

becoming a competent lawyer. Some of these skills include the ability to think and read critically, the development of acute listening and research skills, and the ability to express oneself in both an oral and written form in a clear and organized manner. While students can enter law school with any undergraduate degree, two of the more common majors chosen by pre-law students are English and History. These programs, or any Montreat College program, will prepare students well for future careers in the legal profession.

A pre-law student may also wish to design their own Interdisciplinary Studies program, with a mix of history and English courses, along with electives such as Ethics, Business Ethics, Business and the Legal Environment, Media Ethics and Law, Environmental Policy and Law, and Political Philosophy.

GENERAL EDUCATION CORE

The General Education Core is the hallmark of a liberal arts education. In this series of courses, students gain the broad base of knowledge that will serve as the foundation for further studies in major areas. In addition, students will develop an appreciation of how the various collegiate disciplines work together to gain a fundamental understanding of the structure and function of world culture from a uniquely Christian perspective.

GENERAL EDUCATION CORE REQUIREMENTS

CURRICULA (HOURS)	APPLICABLE COURSES
First Year Experience (2)	IS 102
Computer (3)	CS 102, CS 102E
English (9)	EN 101; EN 102 or EN 104* Choose one from: EN 201, EN 202, EN 203, EN 204
Bible (6)	BB 101; BB 102
Mathematics (3)	MT 101 or above
Natural Science (8)	Choose from: AT 101, AT 102, BL 101, BL 102, CH 201, CH 202, PC 131, PC 132
Social Science (9)	HS 101, HS 102 (HS 201 or HS 202 may be substituted for one semester of HS 101 or HS 102) Choose one elective from: 200–level or above in economics, geography, sociology, psychology or history
Humanities and Arts (9): At least two areas must be represented	Choose from: AR 101, AR 102 MS 101, MS 113, MS 114, and 200-level or above MS courses, not including applied courses FR or SP IS 202, PH 201, PH 301, or HS 302 BB above 100-level EN above 100-level
Faith and Learning (2)	IS 461
Physical Education (2)	Choose two PE activity courses+

* All full-time freshmen **must** be enrolled in BB 101, EN 101, and IS 102 the first semester of the freshman year and BB 102 and EN 102 the second semester of the freshman year until they are successfully completed. These courses may not be deferred until a later time (refer to "Required Courses Must Be Taken Until Successfully Completed" for more information).

+ Athletes may receive 1 credit per semester for full participation in designated college team sports (up to 2 credits total). Verification of participation must be provided by the team coach.

GENERAL EDUCATION COMPETENCIES

In addition to the above core requirements, each student must demonstrate competency in the following areas: mathematical computation, oral expression, reading, writing, and computer literacy. Competency in these areas may be demonstrated as follows:

- **Mathematical Computation Competency** is to prepare students to demonstrate basic computation and problem-solving skills. Competency may be demonstrated as follows:

    - Minimum grade of "C" in Math 101 or above or equivalent, **OR**
    - Passing any MT course, 101 or above, and completing the final exam with a "C" or better, **OR**
    - Appropriate CLEP or AP scores.

- **Oral Expression Competency** is to prepare graduates who can demonstrate skill in oral communication. Specifically, students will give oral presentations that either inform or persuade. Competency will be achieved when students demonstrate in the context of oral presentations clarity of thought, originality of ideas, organizational techniques, appropriate diction, critical thinking, supporting strategies, and effective delivery. Competency may be demonstrated as follows:

    - Minimum grade of "C" in CM 220, PR 310, TH 230, TH 220 or the equivalent.
    - Complete 4 oral competency scoring sheets (available in the Office of Records and Registration or through the Montreat website).

- **Reading Competency** is to produce graduates who can demonstrate effective reading skills. Competency will be achieved when students evidence college-level reading skills including analytical and critical thinking, comprehension, speed, and vocabulary. Reading competency may be demonstrated as follows:

    - Grade of "C" or above in a literature course (EN 201, 202, 203, 204, or the equivalent), **OR**
    - Appropriate CLEP or AP scores.

- **Writing Competency** may be demonstrated as follows:

    - Grades of "C" or above in both EN 101 and 102 or 104 or the equivalent, **and**
    - Grade of "C" or above on the writing competency essay exam, **OR**
    - Appropriate CLEP or AP scores.

- **Computer Skills Competency:** All students enrolled at Montreat College must demonstrate computer competency by the end of the sophomore

year. Competency may be demonstrated by: (1) completing CS 102 with a C or better, or (2) by earning a "C" or better on the computer competency exam (CS 102E). Computer competency is understood to include the following skills:

- Word Processing: This includes basic formatting and layout skills, including footnotes and endnotes, headers and footers, and integrating pictures and graphs in the text.
- Spreadsheet: This includes organizing data, formatting, basic calculations, and developing charts and graphs.
- Presentation: This includes incorporating text graphs, pictures, and hyperlinks into a presentation.
- Internet: This includes conducting online research and identifying and evaluating credible web sites.
- E-Learning: This includes accessing an e-learning program, participating in a discussion group, and posting assignments.
- E-Mail: This includes sending and receiving e-mail, sending attachments, and receiving and accessing attachments.

BACHELOR OF ARTS/BACHELOR OF SCIENCE DEGREE REQUIREMENTS

In addition to the General Education Core, students choosing to pursue the Bachelor of Arts degree must also complete the Montreat College Foreign Language Requirement. Demonstration of proficiency in a foreign language may be accomplished by one of the following options:

- Graduating from a high school where all instruction was conducted in a language other than English.
- Passing a proficiency examination in the language at the intermediate level.
- Completing one of the College's language sequences through the intermediate level.

Students who choose to pursue the Bachelor of Science degree must complete an additional 12 hours beyond the General Education Core of coursework in mathematics, science, business, computer languages, or other designated coursework as listed in the degree requirements for each program of study. This course work may not be applied to the General Education Core, the major, or any minor requirements.

American Studies (AS)

The American Studies interdisciplinary program of study aims to help students develop an appreciation of American culture while making the connection between past political, social, and economic forces and the shaping of our contemporary world. Allied with the history program in many ways, American Studies provides a concentration in the wider areas of study and life in the United States, including American literature, social institutions, economic development, religious life, and other related areas.

THE AMERICAN STUDIES DISCIPLINE

While encompassing primarily the geographical region of the United States from pre-colonial times to today, American Studies recognizes that political, cultural, religious, and economic patterns do not stop at U.S. borders. American Studies seeks to comparatively and critically explore and understand American history, beliefs, and values, concentrating on how these elements inform a perspective on the larger world and taking into account how the many cultures of America have been constantly influenced by movements of people, commerce, and ideas that cross borders.

WHY STUDY AMERICAN STUDIES AT MONTREAT COLLEGE?

American Studies classes at the College are intentionally kept small to ensure that students have a place to voice informed opinions in a safe and collaborative atmosphere. While their primary concern is teaching, professors at Montreat College are engaged in research that they publish and bring into the classroom. Highly personalized faculty advising helps ensure that students develop a plan including professional goals along with the courses they need for graduation. Professors place a high priority on community and collegiality.

REQUIREMENTS FOR A MAJOR IN AMERICAN STUDIES

A major in American Studies requires the following components:

- **Completion of the General Education Core (53 hours)**
- Bachelor of Arts: Successful completion through the intermediate level approved language (12 hours or equivalent)
  OR Bachelor of Science: 12 semester hours chosen from the following courses: any AT course; any BL course; BS 209, 303, 307, 309 (6 hours maximum); any CH course; CS 102, 204; any ES course; MT 114 or above; any PC course. NOTE: These courses may not be applied to the general education core, the major, or the minor requirements.
- **Completion of the General Education Competency Requirements**

- **Required Major Courses (42 hours)**
  AS 401 American Studies (3)
  BS 101 Introduction to Business (3)
  EN 321-323 Literature of the United States I, II, III (3, 3, 3)
  HS 201-202 United States History I, II (3, 3)
  HS 491 Senior Thesis (3)
  Choose 15 hours from the following:
    HS 303 Social & Intellectual History of the United States (3)
    HS 304 United States Constitutional History (3)
    HS 401 American Revolution/Early National Per 1763-1815 (3)
    HS 402 American Nationalism & Sectionalism 1815-1861 (3)
    HS 407 The American Civil War (3)
    HS 409 The Second World War (3)
    HS 481 Directed Study & Research (3)
- **Major Electives (9 hours)**
  Choose 9 hours from:
    BS 203 Macroeconomics (3)
    BS 204 Microeconomics (3)
    CC 201 Comparative Cultures (3)
    IS 441 Internship (3)
    IS 460 Council for Christian Colleges & Universities Sem (6)
    HS 404 The Twentieth Century World (3)
    HS 481 Directed Study & Research (3)
    IS 202 Modern Secular-Christian Worldviews (3)
    SC 204 Introduction to Sociology (3)
    SC 205 Marriage & Family (3)
- **General electives to bring total to 126 semester hours.**

- **All American studies majors are required to take the Major Field Test (MFT) in their discipline prior to graduation.**

BACHELOR OF ARTS IN AMERICAN STUDIES | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)
IS 102 Foundations of Faith & Learning (2)	Gen Ed Humanities Requirement (3)
Elementary Foreign Language I (3)	Elementary Foreign Language II (3)
Physical Education Activity Course (1)	Physical Education Activity Course (1)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
HS 201 United States History I (3)	EN 321 Literature of the United States I (3)
Gen Ed English Composition Requirement (3)	HS 202 United States History II (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Computer Competency Requirement (3)	Gen Ed Mathematics Requirement (3)
Intermediate Foreign Language I (3)	Intermediate Foreign Language II (3)

Junior Year	
EN 322 Literature of the United States II (3)	EN 323 Literature of the United States III (3)
PL 201 United States Government (3)	Gen Ed Humanities Requirement (3)
Gen Ed Social Science Requirement (3)	Gen Ed Oral Expression Competency (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Major Requirement (3)
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	
Senior Year	
AS 401 American Studies (3)	HS 491 Senior Thesis (3)
IS 461 Philosophy of Faith & Learning (2)	Major Requirement (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Elective (3)
Major Requirement (3)	Elective (1)
Elective (3)	Elective (3)
Completion of Major Field Test by the end of the Senior Year	

* See General Education Core Requirements for optional offerings.

BACHELOR OF SCIENCE IN AMERICAN STUDIES | FOUR YEAR PLAN

Freshman Year	
FALL SEMESTER	**SPRING SEMESTER**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)
IS 102 Foundations of Faith & Learning (2)	Gen Ed Humanities Requirement (3)
Gen Ed Mathematics Requirement (3)	Physical Education Activity Course (1)
Physical Education Activity Course (1)	Elective (3)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
Gen Ed English Composition Requirement (3)	EN 321 Literature of the United States I (3)
HS 201 United States History I (3)	HS 202 United States History II (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Computer Competency Requirement (3)	Bachelor of Science Core Requirement (3)
Bachelor of Science Core Requirement (3)	Bachelor of Science Core Requirement (3)
Junior Year	
EN 322 Literature of the United States II (3)	EN 323 Literature of the United States III (3)
PL 201 United States Government (3)	Gen Ed Humanities Requirement (3)
Gen Ed Social Science Requirement (3)	Gen Ed Humanities Requirement (3)
Bachelor of Science Core Requirement (3)	Major Requirement (3)
Gen Ed Oral Expression Competency (3)	Major Requirement (3)
Major Requirement (3)	Elective (3)
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	
Senior Year	
AS 401 American Studies (3)	HS 491 Senior Thesis (3)
IS 461 Philosophy of Faith & Learning (2)	Major Requirement (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Elective (3)
Elective (3)	Elective (3)
Completion of the Major Field Test by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

AFTER GRADUATION

The American Studies major will prepare students to enter a wide array of graduate school programs in history, law, ministry, criminology, and other social sciences and for careers that require a well-rounded perspective on American life and cultures. This program of study is designed for students who may be returning to their native land to teach English, American history, or sociology; for those United States citizens who intend to pursue graduate studies in American Studies in other parts of the world, and for international students who are seeking primarily an American course of study apart from the more narrow specialization they have already followed.

Art (AR)

The Art minor offers a strong foundation in the classical methods of learning visual art-making processes. In each studio course, the elements and principles of visual art are approached through observation, interpretation and response. Although formalism is taught and encouraged, it is woven into the resulting artwork rather than standing alone as "abstract." By this method of learning, the faculty and student have a common source, similarly perceived, which guides the process of decision-making and problem solving when creating works of art.

REQUIREMENTS FOR A MINOR IN ART

Montreat College offers a minor in Art that requires a minimum of 18 semester hours. The courses are best taken in numerical sequence.
The required courses are as follows:

AR 101	Survey of Art I (3) **OR**
AR 102	Survey of Art II (3)
AR 241	Drawing I (3) **OR**
AR 341	Drawing II (3)
AR 349	Graphics & Photojournalism (3)
AR 342	Painting (3)
AR 344	Sculpture (3)
AR 461	Seminar in Art (3)

The Art minor complements other academic majors through strengthening the student's ability to communicate visually.

Bible and Religion (BB)

The Bible and Religion program of study prepares students to pursue graduate studies in a broad range of fields and work with children, youth, and families in a variety of organizations both in the United States and other cross-cultural contexts.

THE BIBLE AND RELIGION DISCIPLINE

The Bible and Religion major offers five areas of concentration: Biblical Scholarship, Christian Education, Cross-Cultural Studies, Ministerial Studies and Youth Ministry. Students should select an area of concentration that reflects their specialized interest.

Students who elect to concentrate in Biblical Scholarship, Cross-Cultural Studies, or Ministerial Studies will earn a Bachelor of Arts degree. These programs are designed to prepare students to enter theological seminaries or graduate schools of religion. The Biblical Scholarship concentration requires the use of the Greek New Testament by the senior year and a senior thesis. The Cross-Cultural Studies concentration includes an overseas internship experience. These concentrations provide instruction and mentoring in the fields of Biblical and Cross-Cultural studies from a Reformational perspective.

Students choosing the Christian Education or Youth Ministry concentration can earn either a Bachelor of Arts or Bachelor of Science degree. These concentrations seek to provide the necessary theoretical and practical skills, which are complemented by an intensive off-campus supervised practical experience for those in the Christian Education and Youth Ministry concentrations. Students in the Christian Education concentration may opt to complete a senior thesis in lieu of the internship if they desire. Each concentration provides a balance of instruction in Biblical studies, educational leadership, worldview studies, counseling, communication, and understanding of people of varying ages within a cultural context from the perspective of a Reformational worldview.

WHY STUDY BIBLE AND RELIGION AT MONTREAT COLLEGE?

Montreat College provides a unique mentoring environment that facilitates interaction between students and faculty both in and outside the classroom context. The department's commitment to exploring the relationship between faith and learning, and the relevance of the Christian faith for all disciplines of study, provides the student with a rich liberal arts experience and a solid foundation for graduate study or a wide range of occupations. The departmental faculty challenges students academically, assisting them in wrestling with the spiritual and practical implications of the subject matter. The full-time faculty is complemented by part-time and adjunct faculty who share

the College's and department's mission, providing specific expertise to enhance the educational experience.

REQUIREMENTS FOR A MAJOR IN BIBLE AND RELIGION

A major in Bible and Religion requires the following components:

- **Completion of the General Education Core (53 hours)**
  - Bachelor of Arts: Successful completion of the intermediate level approved language (12 hours or equivalent)
  - Bachelor of Science: 12 semester hours chosen from the following courses: any AT course; any BL course; any BS course; any CH course; CS 102, 204; any ES course; MT 121 or above; any PC course. NOTE: These courses may not be applied to the general education core, the major, or the minor requirements.
- **Completion of the General Education Competency Requirements**
- **Required Major Courses (15 hours)**
  BB 211 Christian Doctrine (3)
  BB 302 Romans (3)
  Choose 9 additional hours of BB courses at the 200 level or above
- **Completion of one of the Concentration options**
- **General electives to bring total to 126 semester hours.**

- **All Bible and Religion majors must take the Biblical, Religious, and Interdisciplinary Studies departmental exam prior to graduation.**

Biblical Scholarship Concentration (24 hours)

The Biblical Scholarship Concentration (Bachelor of Arts) is composed of the following:

BB 201 Old Testament Theology (3)
BB 202 New Testament Theology (3)
BB 208 Gospels (3)
BB 209 Epistles (3)
BB 303 Prophetic Literature (3)
BB 305 Biblical Interpretation (3)
BB 308 Apocalyptic Literature (3)
BB 491 Senior Thesis (3)

Biblical Scholarship students must take two years of biblical languages to fulfill their B.A. language requirements:

GR 201 New Testament Greek I (3)
GR 202 New Testament Greek II (3)
And
GR 303 Greek Grammar and Syntax (3)
GR 304 Greek Exegesis (3)
OR
HB 303,304 Elementary Biblical Hebrew I, II (4, 4)

Christian Education Concentration (29 hours)

The Christian Education Concentration (Bachelor of Arts or Science) is composed of the following:

CE 202 Foundations and History of Christian Education (3)
CE 303 Discipleship and Lifestyle Evangelism (3)
CE 401 Spiritual Formation and Faith Development (3)
CE 408 Introduction to Pedagogy (3)
PY 300 Child Development (3) **OR**
PY 305 Adult Development and Aging (3)
CE 441 Internship (3)
IS 302 Philosophy of Leadership (3) **OR**
BB 491/IS 491 Senior Thesis (3)
CE 380 Administrative Ministry & Organization (2)
PR 310 Biblical Preaching and Communication (3)
CE 462 Current Issues in Christian Education (3)

Youth Ministry Concentration (29 hours)

The Youth Ministry Concentration (Bachelor of Arts or Science) is composed of the following:

CE 203 Foundations and History of Youth Ministry (3)
CE 303 Discipleship and Lifestyle Evangelism (3)
CE 401 Spiritual Formation and Faith Development (3)
CE 408 Introduction to Pedagogy (3)
CE 407 Contemporary Youth Culture and Programming (3)
IS 302 Philosophy of Leadership (3)
YM 441 Internship (3)
SC 414 Counseling Adolescents and Families (3)
CE 380 Administrative Ministry & Organization (2)
PR 310 Biblical Preaching and Communication (3)

Cross-Cultural Concentration (27 hours)

The Cross-Cultural Concentration (Bachelor of Arts) is composed of the following:

BB 306 World Religions (3)
CC 301 Foundations of Cross-Cultural Ministry (3)
HS 301 Church History (3)
CC 402 Cultural Anthropology (3)
CC 403 Cross-Cultural Communication (3)
CC 441 Overseas Internship (3)
IS 202 Modern Secular-Christian Worldviews (3)
CE 303 Discipleship & Lifestyle Evangelism (3)
CE 401 Spiritual Formation & Faith Development (3) **OR**
BB 480 Special Topics (3)

Ministerial Studies Concentration (26 hours)

The Ministerial Studies Concentration (Bachelor of Arts) is composed of the following:

CE 303 Discipleship and Lifestyle Evangelism (3)
CE 401 Spiritual Formation & Faith Development (3) **OR**
BB 480 Special Topics (3)
HS 301 Church History (3)
PH 301 Ethics (3)
CC 301 Foundations of a Cross-Cultural Ministry (3)
BB 305 Biblical Interpretation (3)
PR 310 Biblical Preaching and Communication (3)
CE 380 Administrative Ministry & Organization (2)
CE 202 Foundation & History of Christian Education (3)

Ministerial Studies students must take two years of biblical languages to fulfill their B.A. language requirements:

GR 201 New Testament Greek I (3)
GR 202 New Testament Greek II (3)
And
GR 303 Greek Grammar and Syntax (3)
GR 304 Greek Exegesis (3)
OR
HB 303,304 Elementary Biblical Hebrew I, II (4, 4)

Special Emphasis Concentration (32 hours)

The Special Emphasis Concentration allows students to design a program of study focused on an area of interest outside the core curriculum of their particular major. Working with a faculty member in their major, the student selects courses from other institutions or departments at Montreat College that can be integrated into their specific discipline. The Special Emphasis must be approved by the student's academic advisor prior to completing sixty (60) credit hours.

The Special Emphasis proposal must meet all the General Education and Competency requirements published in the Academic Catalog, including the language requirement for the BA degree. The proposal must include the following elements: (1) a rationale for the program, (2) a description of one's career objectives, (3) identification of at least thirty-two (32) credit hours of coursework with supporting rationale from within the student's academic program, and (4) identification of at least eighteen (18) credit hours of additional coursework with supporting rationale, generally outside the student's chosen department, that directly supports the student's career objectives. The proposal, once approved by the academic advisor, will be submitted to the Department for final approval.

BACHELOR OF ARTS IN BIBLE AND RELIGION | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 Freshman Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	Gen Ed Mathematics Requirement (3)
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Sophomore Year	
BB 211 Christian Doctrine (3)	BB 302 Romans (3)
Gen Ed Social Science Requirement (3)	Gen Ed Humanities Requirement (3)
Gen Ed English Composition Requirement (3)	Elementary Foreign Language II (3)
Elementary Foreign Language I (3)	Gen Ed Oral Expression Competency (3)
Physical Education Activity Course (1)	Physical Activity Course (1)
Major Requirement (3)	Concentration Requirement (3)
Junior Year	
Gen Ed Humanities Requirement (3)	Gen Ed Humanities Requirement (3)
Intermediate Foreign Language I (3)	Intermediate Foreign Language II (3)
Major Requirement (3)	Major Requirement (3)
Concentration Requirement (3)	Concentration Requirement (3)
Concentration Requirement (3)	Computer Competency Requirement (3)
Senior Year	
IS 461 Philosophy of Faith & Learning (2)	BB 441 Internship (3)
Major Requirement (3)	Concentration Requirement (3)
Concentration Requirement (3)	Concentration Requirement (3)
Concentration Requirement (3)	Concentration Requirement (3)
Elective (3)	Elective (3)

Completion of the Bible, Religious, and Interdisciplinary Studies Departmental Exam by the end of the Senior year

* See General Education Core Requirements for optional offerings.

BACHELOR OF SCIENCE IN BIBLE AND RELIGION | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 Freshman Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	Gen Ed Mathematics Requirement (3)
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Sophomore Year	
BB 211 Christian Doctrine (3)	BB 302 Romans (3)
Social Science Requirement (3)	Gen Ed Humanities Requirement (3)
Gen Ed English Lit. Requirement (3)	Physical Activity Course (1)
Concentration Requirement (3)	Gen Ed Oral Expression Competency (3)
Physical Education Activity Course (1)	Bachelor of Science Requirement (3)
Junior Year	
Gen Ed Humanities Requirement (3)	Gen Ed Humanities Requirement (3)
Major Requirement (3)	Major Requirement (3)
Concentration Requirement (3)	Concentration Requirement (3)
Concentration Requirement (3)	Concentration Requirement (3)
Concentration Requirement (3)	Computer Competency Requirement (3)

Senior Year	
IS 461 Philosophy of Faith & Learning (2)	BB 441 Internship (3)
Major Requirement (3)	Concentration Requirement (3)
Concentration Requirement (3)	Concentration Requirement (3)
Concentration Requirement (3)	Elective (3)
Elective (3)	Elective (3)
Completion of the Bible, Religious, and Interdisciplinary Studies Departmental Exam by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

REQUIREMENTS FOR A MINOR IN BIBLE IN RELIGION

Montreat College offers a minor in Bible and Religion that requires a minimum of 18 semester hours including:

- Twelve hours from Bible and Religion, Greek and/or Hebrew.
- Six hours from Cross-Cultural Studies and/or Christian Education
- At least 12 of the 18 hours must be at the 300- or 400-level.

The Bible and Religion minor is designed to assist students to strengthen their understanding of the Bible and explore the relationship between it and their major discipline. It seeks to prepare students to be biblically informed agents of renewal and reconciliation in the world.

AFTER GRADUATION

Students who graduate with a degree in Bible and Religion are free to pursue a wide spectrum of career choices. Some students enter the ministry by continuing their education in seminary and /or seeking ordination by their denomination. Others build on the knowledge and skills they acquired from the Bible and Religion major by entering careers in education, law, criminal justice, psychology, and counseling. Regardless of what goals are chosen, a Bible and Religion major prepares one for a career and a lifestyle guided by religious faith.

Biology (BL)

The Biology program of study prepares students to understand the fundamental concepts and methodologies of the biological sciences, to engage in scientific research, and to investigate the relationships between biology and other fields of study, including social and environmental sciences. The biology program prepares students for numerous careers in specific areas of applied biology such as medical (including pre-medicine and pre-veterinary), agricultural, and environmental fields. In addition, the program includes components that target a student's preparation for successful graduate studies.

THE BIOLOGY DISCIPLINE

Defined simply, biology is the study of life. The 21st century world will have to find solutions to many biological and environmental issues. Those biologists most capable of devising these solutions will understand the connections between biological knowledge and other scientific disciplines such as chemistry, geology, physics, meteorology, and climatology.

WHY STUDY BIOLOGY AT MONTREAT COLLEGE?

At Montreat College, the biology major is uniquely developed with a Christ-centered approach and small, intimate classes. Within the department, the faculty is highly accessible and genuine in their approach to students. The faculty works directly with students in developing research projects and career opportunities that are congruent with the student's goals, while additionally providing connections with the Au Sable Environmental Institute, the Council for Christian Colleges and Universities, and the Appalachian College Association. Montreat College is home to the Christian Environmental Studies Center (CESC).

Set in the Southern Appalachian Mountains, adjacent to the Pisgah National Forest, Montreat College is equally adept at immersing the student into the subject matter. Students have the opportunity to learn experientially, whether inside the classroom or in the outdoors. Yet, those trained in biology must have more than a solid understanding of basic principles. They must possess an understanding of the ethical and worldview implications involved in the application of biological knowledge. Montreat College students are challenged to understand these implications through discussions and inquiry.

The biology major allows much room for individualization. Possible academic choices are the Pre-Professional Biology Concentration which can be augmented by the honors track or professional honors track, the Environmental Biology Concentration, and the Special Emphasis (self-designed) Concentration. These options ensure a well-tailored education for any student.

REQUIREMENTS FOR A MAJOR IN BIOLOGY

A major in Biology requires the following components:

- **Completion of the General Education Core (53 hours)**
  BL 101-102
- **Completion of the General Education Competency Requirements**
- **Required Major Courses (41.5 hours):**

BL 205	Animal Diversity and Ecology (4)
BL 315	Cell Biology (4)
BL 215	Plant Diversity and Ecology (4)
BL 301	Biometrics (3)
BL 311	Plant Physiology (3)
BL 204	Animal Physiology (3)
BL 401	Genetics (3)
CH 201	Environmental Inorganic Chemistry I (4)
CH 202	Environmental Inorganic Chemistry II (4)
ES 206	Ecology (4)
ES 230	Sophomore Science Seminar I (0.5)
ES 445	Senior Science Seminar (1)
MT 191	Applied Calculus I (4)

- **General electives to bring total to 126 semester hours. Refer to "Requirements for Baccalaureate Degrees" for more information.**
- **All biology majors are required to take the Major Field Test (MFT) in their discipline prior to graduation.**
- **Complete one of the following concentrations:**

Pre-Professional Concentration (22-23 hours)

The Pre-professional concentration offers a wide range of courses designed to prepare students for entrance into ***medical school, veterinary school, dental school, physical therapy*** programs, and other professional or graduate schools.

BL 340/ES 340	Research Methods (3)
CH 320	Organic Chemistry I (3)
CH 322	Organic Chemistry Lab- I (2)
CH 321	Organic Chemistry II (3)
CH 323	Organic Chemistry Lab- II (1)
BL 421	Contemporary Biological Investigations (3)
MT 192	Applied Calculus II (4)
PC 131	College Physics I (4)

Plus *one* of the following courses:

BL 404	Microbiology (3)
BL 406	Conservation Biology (3)
ES 315	Freshwater Ecosystems (4)
BL 415	Biochemistry/Toxicology (4)
CH 316	Chemistry of the Environment (3)

- **Honors Option:**
  Honors recognition will be indicated on the student's transcript. Students pursuing this option must meet the following requirements in addition to those listed above:
  - Complete an acceptable research proposal by the end of the fall semester of the junior year.
  - Complete six semester hours of independent research (ES/BL 340 and ES/BL 440).
  - Orally present research findings prior to graduation.
  - Complete an additional nine semester hours of courses specific to the concentration.

- **Professional Honors Option**
  This option is designed to challenge students of an advanced academic ability by providing a program of study involving a unique set of courses and distinguished research. Completion of this program will be indicated as "Professional Honors" on the transcript. Those pursuing this option must complete all the requirements for the honors option (including the selection of BL 404, BL 415, CH 316, and PC 132 for the fourth requirement in the honors option) plus submit a publication-quality research manuscript based on their independent research project.

Environmental Biology Concentration (20-22 hours)

The Environmental Biology concentration offers a wide range of courses designed to prepare students for entrance into such fields as biology, ecology, field research, and many other possible career paths. The concentration also equips students for graduate school in a variety of disciplines, including biology, ecology, and botany.

CH 320	Organic Chemistry I (3)
CH 322	Organic Chemistry Lab-I (2)
ES/BL 340	Research Methods (3)
PC 131	College Physics I (4)

Plus 9-12 hours selected from courses in Biology, Environmental Studies, Math, Chemistry, and Physics, in consultation with the advisor.

Special Emphasis Concentration (Minimum of 6 courses, 22 hours)

Students may transfer a set of courses from other institutions, study abroad and certification programs (e.g., Au Sable Institute), or complete courses in other departments at Montreat College to fulfill the requirements of this emphasis. Students develop the special emphasis curriculum in consultation with the advisor. The advisor and the Biology Review Committee must approve a formal proposal of emphasis requirements by the end of the student's sophomore year.

BACHELOR OF SCIENCE IN BIOLOGY:
Environmental Biology Concentration | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
BL 101 Survey of Biological Principles I (4)	BL 102 Survey of Biological Principles II (4)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
HS 101 History of World Civilization I (3)	ES 200 Intro to Environmental Studies (3)
IS 102 Foundations of Faith & Learning (2)	HS 102 History of World Civilization II (3)*
Physical Education Activity Course (1)	MT 191 Applied Calculus I (4)

Gen Ed Writing Competency should be completed by the end of the Freshman year
See General Education Core Requirements for optional offerings.
MT 121 College Algebra must be taken Freshmen Fall if needed for Applied Calculus

Sophomore Year	
CH 201 Inorganic Chemistry I (4)	BL 315 Cell Biology and Lab (4)
ES 206 Ecology or PC131 General Physics (4)	CH 202 Inorganic Chemistry II (4)
BL 230 Sophomore Science Seminar I (0.5)	BL 205 Animal Diversity and Ecology (4
BL 204 Animal Physiology (3)	Gen Ed Humanities Requirement (3)
Gen Ed Computer Skills Competency (3)	Gen Ed Oral Competency Requirement (3)
Physical Education Activity Course (1)	Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with advisor**

Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year

Junior Year	
ES/BL 340 Research Methods (3)	Gen Ed English Literature Requirement (3)
BL 401 Genetics (3)	Gen Ed Humanities Requirement (3)
BL 215 Plant Diversity and Ecology (4)	Gen Ed Social Science Requirement (3)
ES 206 Ecology or PC131 General Physics (4)	
CH 320 Organic Chemistry I (4)	BL 311 Plant Phys or BL 301 Biometrics (2/3)
Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with advisor**	Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with advisor**
	CH 322 Organic Chemistry Lab (2)

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year

Senior Year	
ES 445 Senior Science Seminar (1)	
	BL 311 Plant Phys or BL 301 Biometrics (2/3)
IS 461 Philosophy of Faith & Learning (2)	Recommended: BL 421 Bio. Investigations Lab (3)
Elective (3)	Elective (3)
Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with your advisor**	Elective (3)
Elective (3)	Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with your advisor**
	Elective (3)

Completion of the Major Field Test by the end of the Senior year

BACHELOR OF SCIENCE IN BIOLOGY:
Environmental Biology Concentration | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
BL 101 Survey of Biological Principles I (4)	BL 102 Survey of Biological Principles II (4)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
HS 101 History of World Civilization I (3)	ES 200 Intro to Environmental Studies (3)
IS 102 Foundations of Faith & Learning (2)	HS 102 History of World Civilization II (3)*
Physical Education Activity Course (1)	MT 191 Applied Calculus I (4)

Gen Ed Writing Competency should be completed by the end of the Freshman year
See General Education Core Requirements for optional offerings.
MT 121 College Algebra must be taken Freshmen Fall if needed for Applied Calculus

Sophomore Year	
CH 201 Inorganic Chemistry I (4)	BL 315 Cell Biology and Lab (4)
ES 206 Ecology or PC131 General Physics (4)	CH 202 Inorganic Chemistry II (4)
BL 230 Sophomore Science Seminar I (0.5)	BL 2XX Animal Diversity and Ecology (4
BL 204 Animal Physiology (3)	Gen Ed Humanities Requirement (3)
Gen Ed Computer Skills Competency (3)	Gen Ed Oral Competency Requirement (3)
Physical Education Activity Course (1)	Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with advisor.**

Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year

Junior Year	
ES/BL 3xx Research Methods (3)	Gen Ed English Literature Requirement (3)
BL 401 Genetics (3)	Gen Ed Humanities Requirement (3)
BL 2xx Plant Diversity and Ecology (4)	Gen Ed Social Science Requirement (3)
ES 206 Ecology or PC131 General Physics (4)	
CH 320 Organic Chemistry I (4)	BL 311 Plant Phys or BL 301 Biometrics (2/3)
Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with advisor.**	Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with advisor.**
	CH 322 Organic Chemistry Lab (2)

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year

Senior Year	
ES 430 Senior Science Seminar III (0.5)	
	BL 311 Plant Phys or BL 301 Biometrics (2/3)
IS 461 Philosophy of Faith & Learning (2)	Recommended: BL 421 Bio. Investigations Lab (3)
Elective (3)	Elective (3)
Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with your advisor**	Elective (3)
Elective (3)	Additional hours selected from courses in BL, ES, MT, CH and PC in consultation with your advisor**
	Elective (3)

Completion of the Major Field Test by the end of the Senior year

BACHELOR OF SCIENCE IN BIOLOGY:
Pre-Professional Concentration | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
BL 101 Survey of Biological Principles I (4)	BL 102 Survey of Biological Principles II (4)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
HS 101 History of World Civilization I (3)	
IS 102 Foundations of Faith & Learning (2)	HS 102 History of World Civilization II (3)*
Physical Education Activity Course (1)	MT 191 Applied Calculus I (4)

Gen Ed Writing Competency should be completed by the end of the Freshman year
See General Education Core Requirements for optional offerings.
MT 121 College Algebra must be taken Freshmen Fall if needed for Applied Calculus

Sophomore Year	
CH 201 Inorganic Chemistry I (4)	BL 315 Cell Biology and Lab (4)
ES 206 Ecology or PC131 General Physics (4)	CH 202 Inorganic Chemistry II (4)
BL 230 Sophomore Science Seminar I (0.5)	BL 205 Animal Diversity and Ecology (4)
BL 204 Animal Physiology (3)	Gen Ed Humanities Requirement (3)
	Gen Ed Oral Competency Requirement -pres
Physical Education Activity Course (1)	Gen Ed Computer Skills Competency (3)
MT 192 Applied Calculus II (4)	

Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year
Gen Ed Oral Competency Requirement met through class presentations – student is responsible for this.

Junior Year	
	Gen Ed English Literature Requirement (3)
BL 401 Genetics (3)	CH 322 Organic Chemistry Lab (2)
BL 215 Plant Diversity and Ecology (4)	Gen Ed Social Science Requirement (3)
ES 206 Ecology or PC131 General Physics (4)	BL 311 Plant Phys or BL 301 Biometrics (2/3)
CH 320 Organic Chemistry I (4)	CH 321 Organic Chemistry II (4)
ES/BL 340 Research Methods (3)	Recommended - PC 132 General Physics (4)

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year

Senior Year	
ES 445 Senior Science Seminar (1)	CH 323 Organic Chemistry Lab- Part II (1)
BL 404 Microbiology (3) –at least one	BL 421 Biological Investigations Lab (3)
BL 406 Conservation Biology (3) –at least one	
CH 315/316 Chemistry of Environment (3)-opp	CH 316 Chemistry of Environment (3) - opp
ES 315 Freshwater Ecology (4)-at least one	BL 311 Plant Phys or BL 301 Biometrics (2/3)
ES 315 Biochemistry/Tox (4)-at least one	Gen Ed Humanities Requirement (3)

Completion of the Major Field Test by the end of the Senior year
At least one = The P-P Conc. Requires the selection of at least one of these courses, often many are taken. opp = optional

See General Education Core Requirements for optional offerings.
MT 121 College Algebra must be taken Freshmen Fall if needed for Applied Calculus
**Environmental Biology Concentration requires at least an additional 9-12 hours of courses that are developed with your advisor. This is listed each semester to remind you to make room in your schedule to get this done by the end of your senior year.

Special Emphasis Concentration

Be sure that you have the Biology Core courses in your four year plan, plus the courses that you develop with your advisor to fulfill this concentration.

REQUIREMENTS FOR A MINOR IN BIOLOGY

Montreat College offers a minor in Biology that requires a minimum of 20 semester hours including:

BL 101 (4) Biological Principles I (4)
BL 102 (4) Biological Principles II (4)
Choose an additional 4 hours from Biology
Choose an additional 8 hours from Biology, Chemistry, and/or Environmental Studies.

AFTER GRADUATION

With a comprehensive education in biology, students are prepared to enter such fields as field biology, ecology, applied research, teaching, environmental biology, and many other possible career paths. The biology program also equips student for graduate school in a variety of disciplines, including physical therapy, veterinary medicine, biology, ecology, and medicine.

Business Administration (BS)

The Bachelor of Science in Business Administration offers concentrations in International Business, Management, Marketing, and Sports Management. A Bachelor of Arts in Music Business is also offered. See **Music Business (MB)**.

Business and CIS Department Mission Statement
The mission of the Business Administration-CIS Department is to equip students with knowledge necessary for them to serve in today's competitive business environment and to cultivate in all students, at all levels, (undergraduate and graduate) an entrepreneurial and ethical spirit in their approaches to business decision making.

Bachelor of Science in Business Administration (BSBA) Degree Mission Statement
The Montreat College Bachelor of Science in Business Administration program graduates students that possess a sound Christian world-view and are prepared to make an immediate and continuing contribution in a market-driven, free enterprise economy and/or attend graduate school if desired.

BSBA Program Goals

1. Ability to integrate their Christian world-view and ethics in business decision-making.
2. Proficiency and confidence in applying servant leadership.
3. Technical ability in business functional areas.
4. Effective oral and written skills in business communication.
5. Critical thinking, analytical, and business making skills in business

THE BUSINESS DISCIPLINE

There is a strong argument that everyone needs to have some business education. Whatever one does in his/her professional life, the chances are that it will involve some 'business.' Scientists, engineers, even artists, will inevitably have to understand at least the basics of business, and probably a lot more. Further, companies of the future will consist of teams, groups of specialists who work together on a specific project and then disband. One of the consequences of this reality is that many more people, whatever their specialty, will need to understand more about the opportunities and constraints of various aspects of business: accounting, management, economics, finance, information systems, and quantitative analysis. The combination of specialist qualification and practical business knowledge is becoming vital.

WHY STUDY BUSINESS AT MONTREAT COLLEGE?

The program builds upon Montreat College's strong liberal arts core with professional training in business administration designed to prepare students for entry-level professional positions in a variety of business organizations. Our unique approach to teaching combines the theoretical with the practical, as all faculty bring extensive business experience to the classroom. Advanced classes are typically small, providing significant personal attention and one-on-one time with professors. Classroom instruction is often augmented with outside business speakers and plant/facility visits. In many courses, student projects involve solving problems and providing services to actual real-world business organizations. Additionally, all students will complete at least one internship in the industry in which they desire to seek employment after graduation.

REQUIREMENTS FOR A MAJOR IN BUSINESS ADMINISTRATION

A major in Business Administration requires the following components:

- **Completion of the General Education Core (53 hours)**
  MT 114 is required.
- **Completion of the General Education Competency Requirements**
- **Required Major Courses (46 hours)**

BS 101	Introduction to Business (3)
BS 201-202	Principles of Accounting I, II (3, 3)
BS 203	Macroeconomics (3)
BS 204	Microeconomics (3)
BS 209	Principles of Management (3)
BS 214	Quantitative Methods (3)
BS 230	Principles of Marketing (3)
BS 306	Corporate Finance (3)
BS 309	Business Ethics (3)
BS 312	Business & the Legal Environment (3)
IS 310	Pre-Internship (1)
BS 441	Internship (3)
BS 460	Strategic Management (3)
CS 204	Fundamentals of Information Systems (3)
EN 271	Business Communication (3)

- **Completion of one of the concentration options (15-30 hours)**
- **General electives to bring total to 126 semester hours.**
- **All Business Administration majors are required to take the Major Field Test (MFT) in their discipline prior to graduation.**

International Business Concentration (30 hours)

Choose 4 courses from the following:

- BS 301 International Finance (3)
- BS 303 Human Resource Management (3)
- BS 320 International Business (3)
- BS 338 Marketing Research (3)
- BS 405 International Marketing (3)

Plus a minor in a foreign language (18)

Management Concentration (15 hours)

Choose 5 courses from the following:

- BS 303 Human Resource Management (3)
- BS 304 Labor-Management Relations (3)
- BS 307 Organizational Behavior (3)
- BS 308 Servant Leadership (3)
- BS 310 Total Quality Management (3)
- BS 313 Production/Operations Management (3)
- BS 402 Management of Not-for-Profit Organizations (3)
- BS 407 Entrepreneurship and Small Business Management (3)

Marketing Concentration (15 hours)

Choose 5 courses from the following:

- BS 331 Sales Administration (3)
- BS 436 ECommerce (3)
- BS 335 Retail Management (3)
- BS 336 Principles of Advertising (3)
- BS 338 Marketing Research (3)
- BS 405 International Marketing (3)
- BS 435 Consumer Behavior (3)
- BS 437 Marketing Management (3)
- SM 337 Seminar in Sport Marketing (3)

Sports Management Concentration (26 hours)

The Sport Management Concentration is composed of the following:

- PE 302 Methods & Materials of Coaching (2)
- PE 424 Facility Planning for PE Recreation & Athletics (3)
- SM 210 Principles of Sport Management (3)
- SM 337 Seminar in Sport Marketing (3)

Choose 15 hours from the following:

- BS 303 Human Resource Management (3)
- BS 304 Labor-Management Relations (3)
- BS 307 Organizational Behavior (3)
- BS 308 Servant Leadership (3)
- BS 310 Total Quality Management (3)
- BS 313 Production/Operations Management (3)
- BS 402 Management of Not-for-Profit Organizations (3)
- BS 407 Entrepreneurship and Small Business Management (3)

Special Emphasis Concentration (32 hours)

The Special Emphasis allows students to design a program of study focused on an area of interest outside the core curriculum of their particular major. Working with a faculty member in their major, the student selects courses from other institutions or departments at Montreat College that can be integrated into their specific discipline. The Special Emphasis must be approved by the student's academic advisor prior to completing sixty (60) credit hours.

The Special Emphasis proposal must meet all the General Education and Competency requirements published in the Academic Catalog, including the language requirement for the BA degree. The proposal must include the following elements: (1) a rationale for the program, (2) a description of one's career objectives, (3) identification of at least thirty-two (32) credit hours of coursework with supporting rationale from within the student's academic program, and (4) identification of at least eighteen (18) credit hours of additional coursework with supporting rationale, generally outside the student's chosen department, that directly supports the student's career objectives. The proposal, once approved by the academic advisor, will be submitted to the Department for final approval.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
BS 101 Introduction to Business (3)	CS 204 Fund of Information Systems (3)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	Gen Ed Humanities Requirement (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Physical Education Activity Course (1)	
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
BS 201 Principles of Accounting I (3)	BS 202 Principles of Accounting II (3)
BS 230 Principles of Marketing (3)	BS 209 Principles of Management (3)
HS 101 World Civilization I (3)	EN 271 Business Communication (3)
MT 114 Elementary Probability & Statistics (3)	HS 102 World Civilization II (3)
Gen Ed English Lit. Requirement (3)	Gen Ed Humanities Requirement (3)
Physical Education Activity Course (1)	Elective (3)
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	
Junior Year	
BS 203 Macroeconomics (3)	BS 204 Microeconomics (3)
BS 214 Quantitative Methods (3)	BS 306 Corporate Finance (3)
BS 309 Business Ethics (3)	BS 312 Business & Legal Environment (3)
Concentration Course or Elective (3)	Gen Ed Oral Expression Competency (3)
Concentration Course or Elective (3)	Concentration Course or Elective (3)
Pre-Internship (1)	
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	

Summer Term	
BS 441 Internship (3)	
Senior Year	
Gen Ed Humanities Requirement (3)	BS 460 Strategic Management (3)
Concentration Course or Elective (3)	IS 461 Philosophy of Faith & Learning (2)
Concentration Course or Elective (3)	Concentration Course or Elective (3)
Concentration Course or Elective (3)	Concentration Course or Elective (3)
Elective (1)	Elective (3)
Completion of the Major Field Test by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

REQUIREMENTS FOR A MINOR IN BUSINESS ADMINISTRATION

Montreat College offers a minor in Business Administration that requires a minimum of 18 semester hours including:

BS 101 Introduction to Business (3)
BS 203 Macroeconomics (3)
BS 209 Principles of Management (3)
Choose nine (9) additional hours of BS courses at the 300-400 level

AFTER GRADUATION

The Bachelor of Science in Business Administration prepares students for a wide variety of entry-level professional positions in both for-profit and not-for-profit business organizations, depending on the student's area of concentration. For example, students concentrating in Marketing can pursue careers in Advertising, Sales, Market Research, Retailing, Public Relations, and Product Management. Students concentrating in International Business are primed to work for global firms doing business in foreign countries. Students concentrating in Sport Management develop expertise in business management with an orientation toward the world of sports, and thus are equipped to manage sports and recreation programs. Many of these business fields offer strong prospects for continued job growth with excellent earnings potential, and broad opportunities to influence others for Christ.

Chemistry (CH)

The Chemistry minor is designed to cultivate a broader understanding of scientific knowledge by developing skills involving research, processing data, observation and decision making, analytical skills and performing experiments. Theories are reinforced by observation and analysis in a laboratory setting. The applications of these skills are benefited in other course work where logic and reasoning are required to make student success a reality.

REQUIREMENTS FOR A MINOR IN CHEMISTRY

Montreat College offers a minor in Chemistry that requires a minimum of 20 semester hours including:

- CH 201 Environmental Inorganic Chemistry I (4)
- CH 202 Environmental Inorganic Chemistry II (4)
- CH 320 Organic Chemistry I (3)
- CH 322 Organic Chemistry I Lab (2)
- Choose one from:
  - CH 315 Chemistry of the Environment I (3)
  - ES 415 Biochemistry/Toxicology (4)
- Choose one from:
  - CH 316 Chemistry of the Environment II (3)
  - CH 321/323 Organic Chemistry II (3)/Lab (I)

A minor in Chemistry assists in preparing students for numerous careers in specific areas of applied science such as medical (including pre-medical, pre-veterinary, and physical therapy), agricultural, environmental fields, and engineering. In addition, the Chemistry minor includes components that fulfill a student's preparation for many graduate studies programs.

Christian Education (CE)

The Christian Education minor is designed to complement a major by preparing students to contribute to the educational ministry of a church or para-church organization. Emphases are placed on developing a biblical understanding of the educational process and preparing students to equip others to discern and respond to the call of God in every sphere of life.

REQUIREMENTS FOR A MINOR IN CHRISTIAN EDUCATION

Montreat College offers a Christian Education minor that requires a minimum of 18 semester hours from the following courses:

BB 211	Christian Doctrine (3)
BB 305	Biblical Interpretation (3)
CE 202	Foundations and History of Christian Education (3)
CE 303	Discipleship & Lifestyle Evangelism (3)
CE 408	Introduction to Pedagogy (3)
CE 441	Internship (3)

A Christian Education minor is a great opportunity to illustrate diversity within majors that are traditionally applied in a church or mission setting. A music major, for example, who wishes to pursue a vocation as worship leader would have the added benefit of being able to contribute to the educational curriculum of the church organization as well. The CE minor provides a unique understanding of how the organizational leadership and management of daily church administration functions.

Communication (CM)

The Communication Major prepares students to use their God-bestowed gifts of language and image use. The grace and power of words provide a foundation for Communication study. Students explore how language and images can be employed to create meaningful messages that can influence, equip, encourage, and teach. Students are challenged to be agents of truth, reflection, transformation and reconciliation in a way that celebrates God's faithfulness and uses all means of media to be instruments of positive change for Christ.

THE COMMUNICATION DISCIPLINE

The Communication Major consists of 39-41 hours of core classes beyond the General Education Core. For the General Communication Major, the student takes 30 hours of core classes and then picks 9 hours of Communication electives. The Communication Major also offers a Public Relations (39 hours) and a Theatre Concentration (41 hours). Classes are designed to give students a knowledge of theory and an opportunity to practice it in real-world settings. As a result, short internships or practicums are woven into several of the courses, with a 3-hour professional internship required as an upper classman. Students of other majors can get a Communication Minor by completing 18 hours of coursework in the department.

WHY STUDY COMMUNICATION AT MONTREAT COLLEGE?

Every Communication course blends a Biblical worldview with scholarship. Christ composed parables, demonstrated visually with miracles, and preached to communicate truth. The Communication major allows students to examine the disciplines of Public Relations, Mass Media, Public Speaking, and Theatre. Students learn that communicating to other people is a wide knowledge area, incorporating audience analysis, live presentations, mediated messages, and written communication that can change the world for Christ.

Montreat is set apart, a beautiful piece of God's world. What better place to spend four years, becoming part of a wonderful community, and learning together what it means for you to use communication as a tool to make a difference in the world.

HOW CAN YOU GET INVOLVED?

- *The Whetstone* (Montreat's student newspaper) and *Q* (Montreat's literary magazine) provide student journalists, photographers, poets, and writers a significant voice in campus affairs.
- Students have the opportunity to write, produce and direct original plays and video shorts for Film Production, Playwriting, and Acting for Camera.

- Special Topic courses are regularly offered that provide students with unique opportunities, such as broadcast journalism and webcasting.
- Student filmmaking is becoming an increasing presence on our campus providing opportunities to gain experience in producing, directing, camera, sound, acting, and writing.
- Students in public relations and communication methods have to plan and sometimes conduct PR events and do meaningful quantitative and qualitative research on our campus.
- Students are encouraged to attend regional and national communication conferences and to present their research there.
- Students are required to do a professional internship as upperclassmen, and several short internships before that, that will provide professional employment experience and contacts that make a difference after graduation.

Off-Campus Study Opportunities
Off-campus study opportunities are a great asset to any student. These study programs provide opportunities to obtain professional and life experiences that give polish and maturity to a student. They also provide opportunities to meet and work with professionals that can serve as mentors or job contacts after graduation.

The CCCU provides many such programs (see Off-Campus Study Opportunities further in the catalogue), but four of these may be of particular interest to Communication Majors: the Los Angeles Film Studies Center; the Contemporary Music Center in Nashville, Tennessee; the American Studies Program in Washington, DC; and the Washington Journalism Center, also in DC. Courses from an off-campus study program may substitute for certain Communication Major courses where it is deemed appropriate by your advisor and the department chair.

REQUIREMENTS FOR A MAJOR IN COMMUNICATION

A major in Communication requires the following components:

- **Completion of the General Education Core (53 hours)**
  MT 114 and two 300-level English literature or writing courses are required.
- **Completion of the General Education Competency Requirements**
- **Required Major Courses (39-41 hours)**

CORE CLASSES FOR ALL COMMUNICATION CONCENTRATIONS

CM 220 – Rhetoric & Public Speaking (3)
CM 203 – Communication & Culture (3)
CM 228 – Media Studies (4)
CM 342 – Communication Research Methods (4)
IS 210 - Pre-Practicum (1)
CM 441 - Internship (3)
(18 credits total)

There are 5 Communication Major Concentrations

- General Communication
- Digital Media Production
- Journalism
- Public Relations
- Theatre

General Communication Concentration

The General Communication Concentration is designed to give students exposure to the Communication field's wide knowledge base. Students receive training in web design, graphic design & photojournalism, news writing, public relations planning, public speaking, and grant writing, while exploring the sociological and cultural implications of communication and media studies. The major strives to balance theoretical exploration with an opportunity to learn practical skills. Students have the freedom to focus the General Communication Major according to their interests by taking 9 additional Communication Electives of their choice.

Communication Major Core Classes (18 credits)

- CM 313 – Public Relations (3)
- CM 344 – Nonprofit Organizational Communication (4)
- CM 346 - Web Studies & Design (3)
- CM 349 – Graphics & Photojournalism (3)
- CM 348 – Newswriting (3)
- 9 hours of Communication Electives
  (43 hours, including core)

BACHELOR OF SCIENCE IN COMMUNICATION:
General Communication Concentration | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
CM 203 Communication & Culture (3)	CM 220 Public Speech & Rhetorical Analysis (3)
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 Freshman Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	MT 114 Elementary Probability & Statistics (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Physical Education Activity Course (1)	
Sophomore Year	
CM 228 Media Studies (4)*	CM 313 Public Relations (3)*
CM 348 Newswriting (3)*	Communication Elective (3)
HS 101 World Civilization I (3)	HS 101 World Civilization II (3)
Gen Ed English Literature Requirement (EN 201, 202, 203) (3)	Gen Ed Humanities Requirement (3)
Gen Ed Humanities Requirement (3)	English 300-level or above (3)
	Physical Education Activity Course (1)

Junior Year	
CM 346 Web Studies & Design (3)*	CM 349 Graphics & Photojournalism (3)*
Gen Ed Humanities Elective (3)	CM 342 Communication Methods (4)*
300-level Literature Course (rqrd for major) (3)	Humanities Elective (3)
Gen Ed Social Science Elective (3)	300-level Literature Course (rqrd for major) (3)
Communication Elective (3)	IS 210 – Pre-Internship (1) General Elective (3)
Summer Term	
CM 441 Internship (3)	
Senior Year	
IS 461 Philosophy of Faith & Learning (2)	Communication Elective (3)
CM 344 Nonprofit Organizational Comm. (3)	General Electives (12)
General Electives (9)	

* Offered every other year

General electives to bring total to 126 or more semester hours.

Digital Media Production Concentration (42 credits)

A concentration in digital media production is designed to expose students to the craft of videography, defined as the process of capturing moving images on electronic media. This includes pre-production, visual design, handling a camera, directing actors, scheduling & budgets, lighting, sound capture, digital editing, and distribution considerations. Students can take videography skills into a number of fields, including PR & marketing, youth & camp ministries, ethnographic research, travel & nature documentaries, and narrative filmmaking.

- CM 249 – Digital Media Production (3)
- TH 335 – Playwriting/Screenwriting (3)
- CM 318 – Film History & Theory (4)
- CM 202 - Acting for Camera (3)
- CM 329 – Film Production (3)
- 9 hours of Comm Electives

42 hours, including core)

In addition, students are expected to apply to the CCCU's LA Film Studies Program (16) (includes internship). Exceptions can be made for financial hardship. The 16 hours for this semester away would substitute for courses missed at Montreat.

If students do not get into the LA Film Studies Program or legitimately cannot attend due to financial constraints, they will be required to take CM 341 – Practicum (3), in addition to CM 441 Internship (3). Both practicum and internship should focus on the area of videography in which the student is interested.

BACHELOR OF SCIENCE IN COMMUNICATION: Digital Media Production Concentration | FOUR YEAR PLAN

Fall Semester	Spring Semester
Freshman Year	
CM 203 Communication & Culture (3)	CM 220 Public Speech & Rhetorical Analysis (3)
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 Freshman Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	MT 114 Elementary Probability & Statistics (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Physical Education Activity Course (1)	
Sophomore Year	
CM 228 Media Studies (4)*	General Elective (3)
CM 249 Digital Media Production (3)	CM/TH 202 Acting for Camera (3)
HS 101 World Civilization I (3)	HS 102 World Civilization II (3)
Gen Ed English Literature Requirement (EN 201, 202, 203) (3)	Gen Ed Humanities Requirement (3)
Gen Ed Humanities Requirement (3)	English 300-level or above (3)
	Physical Education Activity Course (1)
Junior Year	
CM 318 Film History/Theory (4)*	TH 335 Playwriting/Screenwriting (3)*
Gen Ed Humanities Elective (3)	CM 342 Communication Methods (4)*
300-level Literature Course (rqrd for major) (3)	Humanities Elective (3)
Gen Ed Social Science Elective (3)	300-level Literature Course (rqrd for major) (3)
Communication Elective (3)	IS 210 – Pre-Internship (1) General Elective (3)
Summer Term	
CM 441 Internship (3)	
Senior Year	
IS 461 Philosophy of Faith & Learning (2)	Communication Elective (3)
CM 349 Film Production (3)	General Electives (12)
Communication Elective (3) General Electives (6)	

* Offered every other year

General electives to bring total to 126 or more semester hours.

Journalism Concentration (42 credits)

A concentration in journalism exposes students to the field of journalism in general, proper news data gathering & reporting, news editing considerations, layout & design, convergent journalism, visual rhetoric, internet news considerations, photojournalism, blogging, & digital editing.

- CM 249 – Digital Media Production (3)
- CM 347 – News Editing (3)
- CM 348 – News Writing (3)
- CM 349 – Graphics & Photojournalism (3)
- CM 346 – Web Studies & Design (3)
- 9 hours of Comm Electives

(42 credits, including core)

Students are strongly encouraged to apply to the CCCU's Washington Journalism Program (16 hours). Exceptions can be made for financial hardship. The 16 hours for this semester away would substitute for courses missed at Montreat.

If students do not get into the Washington Journalism Program or legitimately cannot attend due to financial constraints, they will be required to take CM 341 – Practicum (3), in addition to CM 441 Internship (3). Both practicum and internship should focus on the area of journalism in which the student is interested. (43 hours, including core)

BACHELOR OF SCIENCE IN COMMUNICATION:
Journalism Concentration | FOUR YEAR PLAN

Fall Semester	Spring Semester
Freshman Year	
CM 203 Communication & Culture (3)	CM 220 Public Speech & Rhetorical Analysis (3)
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 Freshman Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	MT 114 Elementary Probability & Statistics (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Physical Education Activity Course (1)	
Sophomore Year	
CM 228 Media Studies (4)*	General Elective (3)
CM 348 News Writing (3)*	CM 347 News Editing (3)*
HS 101 World Civilization I (3)	HS 101 World Civilization II (3)
Gen Ed English Literature Requirement (EN 201, 202, 203) (3)	Gen Ed Humanities Requirement (3)
Gen Ed Humanities Requirement (3)	English 300-level or above (3)
	Physical Education Activity Course (1)
Junior Year	
CM 346 Web Studies & Design (3)*	CM 349 Graphics & Photojournalism (3)*
Gen Ed Humanities Elective (3)	CM 342 Communication Methods (4)*
300-level Literature Course (rqrd for major) (3)	Humanities Elective (3)
Gen Ed Social Science Elective (3)	300-level Literature Course (rqrd for major) (3)
CM 249 Digital Media Production (3)	IS 210 – Pre-Internship (1) General Elective (3)
Summer Term	
CM 441 Internship (3)	
Senior Year	
IS 461 Philosophy of Faith & Learning (2)	Communication Elective (3)
Communication Elective (6)	General Electives (12)
General Electives (6)	

* Offered every other year

General electives to bring total to 126 or more semester hours.

Public Relations Concentration (43 credits)

The Public Relations Concentration offers a wide range of courses designed to effectively prepare students for the many skills required by a public relations practitioner. Students will be exposed to web design, graphic design, grant writing, news writing, communication theory, and marketing & communication research methods. Students are also required to complete a 3-hour internship in the public relations sector, providing them with professional experience and contacts.

- CM 313 – Public Relations (3)
- CM 344 – Nonprofit Organizational Communication (4)
- CM 346 - Web Studies & Design (3)
- CM 249 – Digital Media Production (3)
- CM 349 – Graphics & Photojournalism (3)
- 9 hours of Communication electives (Recommended: BS 230 – Principles of Marketing (3) and BS 338 – Marketing Research (3))

(43 hours, including core)

BACHELOR OF SCIENCE IN COMMUNICATION: Public Relations Concentration | FOUR YEAR PLAN

Fall Semester	Spring Semester
Freshman Year	
CM 203 Communication & Culture (3)	CM 220 Public Speech & Rhetorical Analysis (3)
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 Freshman Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	MT 114 Elementary Probability & Statistics (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Physical Education Activity Course (1)	
Sophomore Year	
CM 228 Media Studies (4)*	CM 313 Public Relations (3)*
CM 249 Digital Media Prod (3)	Gen Ed Humanities Requirement (3)
HS 101 World Civilization I (3)	HS 101 World Civilization II (3)
Gen Ed English Literature Requirement (EN 201, 202, 203, or 204) (3)	Gen Ed Humanities Requirement (3)
Communication Elective (3) – recommended: BS 230 Principles of Marketing	English 300-level or above (3)
	Physical Education Activity Course (1)
Junior Year	
CM 346 Web Studies & Design (3)*	CM 349 Graphics & Photojournalism (3)*
Gen Ed Humanities Elective (3)	CM 342 Communication Methods (4)*
300-level Literature Course (required for major) (3)	Humanities Elective (3)
Gen Ed Social Science Elective (3)	300-level Literature Course (required for major) (3)
General Elective (3)	IS 210 Pre-Internship (1) General Elective (3)

Summer Term	
CM 441 Internship (in PR Field) (3)	
Senior Year	
IS 461 Philosophy of Faith & Learning (2)	Communication Elective (3) – recommended: BS 338 Marketing Research*
CM 344 Nonprofit Organizational Comm. (3)	General Electives (12)
Communication Elective (3)	
General Electives (6)	

* Offered every other year

General electives to bring total to 126 or more semester hours.

Theatre Concentration (42 credits)

The Theatre Concentration allows students to explore the field of theatre and blend it with a communication curriculum. Students have an opportunity to study stage acting, acting for camera, directing, voice & movement, stagecraft, and writing for stage and screen. Students will also gain experience in grant writing, public relations, web design, public speaking, and communication theory. Students must do a 3-hour internship in the theatre or film field, as an upperclassman. The goal is to effectively prepare students in the writing, directing, creating, and performing of professional theatre whether it is in a ministry setting in a church or in missions, a nonprofit regional theatre, or the pursuit of a career in Los Angeles or New York.

- TH 230 – Acting (3)
- CM 202 - Acting for Camera (3)
- CM 249 – Digital Media Production (3)
- TH 317 – Directing (3)
- TH 330 – Advanced Acting (3)
- 9 hours of Communication or Theatre Electives

(42 credits, including core)

BACHELOR OF SCIENCE IN COMMUNICATION:
Theater Concentration | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
CM 203 Communication & Culture (3)	CM 220 Public Speech & Rhetorical Analysis (3)
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 Freshman Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	MT 114 Elementary Probability & Statistics (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)

Physical Education Activity Course (1)	
Sophomore Year	
CM 228 Media Studies (4)*	CM/TH Elective (3)
TH 230 Acting (3)	CM/TH 202 Acting for Camera
HS 101 World Civilization I (3)	HS 101 World Civilization II (3)
Gen Ed English Literature Requirement (EN 201, 202, 203, or 204) (3)	Gen Ed Humanities Requirement (3)
Gen Ed Humanities Requirement (3)	English 300-level or above (3)
	Physical Education Activity Course (1)
Junior Year	
CM/TH Elective (3)	TH 317 – Directing (3)
Gen Ed Humanities Elective (3)	CM 342 Communication Methods (4)*
300-level Literature Course (required for major) (3)	Humanities Elective (3)
Gen Ed Social Science Elective (3)	300-level Literature Course (required for major) (3)
CM 249 Digital Media Production (3)	TH 330 Advanced Acting (3) IS 210 Pre-Internship (1)
Summer Term	
CM 441 Internship (in Theatre or Film) (3)	
Senior Year	
IS 461 Philosophy of Faith & Learning (2)	CM/TH Elective (3)
CM 344 Nonprofit Organizational Comm. (3)	General Electives (12)
CM/TH Elective (3)	
General Electives (6)	

* Offered every other year

General electives to bring total to 126 or more semester hours.

Communication Major Electives
(If a course below is not required for your concentration, you may use it as a Comm Elective)

CM 202	Acting for the Camera (3)
CM 249	Digital Media Production (4)
CM 313	Public Relations (3)
CM 318	Film History & Theory (4)
CM 329	Film Production (4)
CM 341	Practicum (1-3)
CM 344	Nonprofit Organizational Communication (4)
CM 346	Web Studies & Design (3)
CM 347	News Editing (3)
CM 348	News Writing (3)
CM 349	Graphics & Photojournalism (3)
CM 441	Internship (3) (in addition to your required internship)
CM 480	Special Topics in Communication (1-3)
CM 491	Senior Thesis (2)
BS 209	Principles of Management (3)

BS 230	Principles of Marketing (3)
BS 336	Principles of Advertising (3) (BS 230 prereq. or permission of professor)
BS 435	Consumer Behavior (3) (BS 230 prereq. or permission from professor)
BS 307	Organizational Behavior (3) (BS 209 prereq. or permission of professor)
CC 201	Comparative Cultures (3)
CC 403	Cross-Cultural Communication (4)
EN 271	Business Communication (3)
EN 310	The Writing Process: Theory & Practice (3)
EN 311	Creative Nonfiction Writing (3)
EN 313	Poetry Writing (3)
EN 317	Short Story Writing (3)
EN 325	Literary Magazine Editing (1)
EN 326	Writing Children's Novels (3)
EN 329	Outdoor & Nature Writing (3)
EN 404	Spiritual Memoir Writing (3)
MS 321	Audio Recording Techniques (3)
MS 461-426	Music Business Seminar (1, 1)
OE 306	Leadership and Group Dynamics (3)
PY 320	Social Psychology (3) (PY 202 prereq. or permission of instructor)
SC 206	Social Problems (SC 204 prereq. or permission of professor)
TH 230	Beginning Acting (3)
TH 232	Stagecraft (3)
TH 233	Theatre Ensemble (3)
TH 317	Directing (3)
TH 330	Advanced Acting (3)
TH 335	Playwriting (3)
TH 492	Theatre Practicum (3)
WA 301	Technology in the Church (3)

COMMUNICATION MINOR (18 credits)

Communication is an excellent subject to combine with other majors. EVERYONE communicates! And effective communication is required for every career. If you can communicate well, you are much more apt to be successful in your field. Furthermore, the exploration of what it means to communicate, how we create our own culture and a sense of what it means to be a human are topics that are relevant across all disciplines.

Requirements for a Minor in Communication (18 hours)

CM 220 Public Speech and Rhetorical Analysis (3)
CM 203 Communication and Culture (3)
CM 228 Media Studies (4)

A minimum of eight (8) additional hours chosen from the Communication Core and/or Elective courses.

AFTER GRADUATION

Upon completion of the Communication program at Montreat College, the student has a wide selection of options. One might become an advertising executive, lobbyist, producer, public relations specialist, reporter, speech writer, journalist, editor, video engineer, web designer, broadcast technician, screen writer, publisher, public speaker, photojournalist, marketing researcher, teacher, online marketing specialist, film crew, film director, communication studies researcher....the list goes on and on. After working in the field, students may consider graduate study to further expand their career choices. Government agencies and private companies eagerly look to the present generation to staff their offices as a source of youthful creativity, mature beliefs, and a strong communication background.

At the end of the day, everyone communicates. Being able to effectively communicate through mass media, verbally, or in written form means that you are able to get your ideas across to others. Completing this program also means you are able to research and listen to others well, too. These skills, effective listening and communication, insure that you will be vitally important in whatever career field and ministry God has for you.

Computer Information Systems (CS)

Business and CIS Department Mission Statement
The mission of the Business Administration-CIS Department is to equip students with knowledge necessary for them to serve in today's competitive business environment and to cultivate in all students, at all levels, (undergraduate and graduate) an entrepreneurial and ethical spirit in their approaches to business decision making.

Bachelor of Science in Computer Information Systems (CIS) Degree Mission Statement
The mission of the Computer Information Systems Unit is to provide students with knowledge of information technology (IT), its application to business, and a broad understanding of how IT fits into the global economy, society, and the environment.

CIS Program Goals

1. Ability to integrate Christian world-view and ethics in the work environment.
2. Knowledge and experience in computer systems technology on business functional areas.
3. Critical thinking, analytical, and problem-solving skills.
4. Effective communications and interpersonal and team skills.

WHY STUDY COMPUTER INFORMATION SYSTEMS AT MONTREAT COLLEGE?

The program builds upon Montreat College's strong liberal arts core with professional training in computer technology, business administration, and quantitative analysis, preparing students for entry-level professional positions in a variety of technology specializations. Our unique approach to teaching combines the theoretical with the practical, as faculty bring extensive real-world technology experience to the classroom. Small classes provide a lot of personal attention and one-on-one time with professors. Classroom instruction is often augmented with outside technology speakers and computer facility visits. In many courses, student projects involve solving technology problems and providing computer services to actual real-world organizations. Additionally, all students complete a computer technology internship prior to graduation. These internships often lead to permanent employment opportunities.

REQUIREMENTS FOR A MAJOR IN COMPUTER INFORMATION SYSTEMS

A major in Computer Information Systems requires the following components:

- **Completion of the General Education Core (53 hours)**
  EN 271 and MT 114 are required.

- **Completion of the General Education Competency Requirements**
- **Required Major Courses (63 hours)**

BS 101	Introduction to Business (3)
BS 201	Principles of Accounting I (3)
BS 203	Macroeconomics (3)
BS 209	Principles of Management (3)
BS 214	Quantitative Methods (3)
IS 310	Pre-Internship (1)
BS 441	Internship (3)
CS 102	Personal Productivity with IS Technology (3)
CS 204	Fundamentals of Information Systems (3)
CS 206	Information Systems Theory & Practice (3)
CS 302	Programming, Data, File & Object Structures (3)
CS 310	Database Programming (3)
CS 320	Information Tech. Hardware & System Software (4)
CS 330	Programming: Visual Basic (3)
CS 340	Electronic Business Strategy, Architecture & Design (3)
CS 360	Systems Analysis & Design (3)
CS 420	Telecommunications & Networks (3)
CS 450	Project Management & Practice (3)
CS 460	Physical Design & Implementation (3)
MT 121	College Algebra (3)
MT 191	Applied Calculus I (4)

- **General electives to bring the total to 126 semester hours.**
- All Computer Information Systems are required to take the Major Field Test (MFT) in their discipline prior to graduation.

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS
FOUR YEAR PLAN

FALL SEMESTER	SPRING SEMESTER
Freshman Year	
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
CS 102 Personal Productivity with IS (3)	CS 204 Fundamentals of IS (3)
Physical Education Activity Course (1)	BS 101 Intro to Business (3)
IS 102 Foundations of Faith & Learning (2)	
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
MT 121 College Algebra (3)	MT 191 Applied Calculus (4)
BS 201 Principles of Accounting I (3)	BS 209 Principles of Management (3)
Gen Ed English Lit. Requirement (3)	EN 271 Business Communications (3)
CS 206 Information System Theory and Practice	Gen Ed Humanities Requirement (3)
Physical Education Activity Course (1)	CS 330 Programming Visual Basic
Junior Year	
BS 203 Macroeconomics (3)	CS 360 Systems Analysis and Design
BS 214 Quantitative Methods (3)	CS 310 Database Programming
CS 302 Prog., Data, File, & Obj. Struct. (3)	MT 114 Probability & Statistics (3)
CS 320 IT Hardware and System Software (4)	Gen Ed Humanities Requirement (3)

IS 310 Pre-Internship	CS 420 Telecom. And Networks (3)
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	
Summer Term	
BS 441 Internship (3)	
Senior Year	
CS 340 Elec. Bus. Strategy, Arch. & Des. (3)	CS 450 Project Mgmt. And Practice (3)
Gen Ed Humanities Requirement (3)	CS 460 Phys. Design & Implementation (3)
Elective (3)	IS 461 Philosophy of Faith & Learning (2)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Completion of the Major Field Test by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

REQUIREMENTS FOR A MINOR IN COMPUTER INFORMATION SYSTEMS

Montreat College offers a minor in Computer Information Systems that requires a minimum of 18 semester hours, including:

CS 102 Personal Productivity with IS Technology (3)
CS 204 Fundamentals of Information Systems (3)
CS 206 Information Systems Theory & Practice (3)

Choose one of the following programming courses:

CS 210 Business Programming: COBOL (3)
CS 305 Introduction to Java Programming (3)
CS 330 Programming: Visual Basic (3)

Two CS courses from the 300-400 level.

AFTER GRADUATION

The Computer Information Systems (CIS) degree program prepares graduates for a variety of careers in consulting, industry, government, and not-for-profit organizations. A graduate of the major may look forward to a career in such information technology fields as computer systems analysis, computer programming, database administration, web development, network engineering, systems administration, or systems consulting. According to the Bureau of Labor Statistics, these fields are expected to be among the fastest growing occupations through 2012. Employment of these computer specialists is expected to grow much faster than the average for all occupations as organizations continue to adopt and integrate increasingly sophisticated technologies. Average annual salaries in these fields are well above those in many other professional occupations. Further, many computer technology occupations offer broad opportunities to influence others for Christ.

Elementary Education (ED)

The Education Division offers a licensure program (i.e., certification) in Elementary Education. The program of study outlined in this catalog leads to a Bachelor of Science degree in the discipline as well as a Class A North Carolina teaching license (if applicable). The Bachelor of Arts degree is also offered.

THE EDUCATION DISCIPLINE

The Bachelor of Arts or Science in Elementary Education prepares candidates under a knowledge-based model of "Teacher as Agent of Change." The Department's mission and conceptual framework are based on the Christian calling to be agents of change in the world, specifically in the world of elementary schools. The department believes that effective teachers are transformational leaders who not only care about their students and their profession, but also possess the ability to reflect and self-assess concerning all facets of teaching and learning.

Upon completion of the undergraduate Elementary Education Program, the candidate should be able to meet six goals:

1. Demonstrate a body of core knowledge and professional skills and a commitment to continual renewal of these through life long learning and professional development. (Philippians 3:12 "Not that I have. . . already been made perfect, but I press on.")

2. Demonstrate a disposition inclined to transformation, renewal, and reconciliation, both in communicating a subject and in differentiating instruction according to the needs of learners. (II Timothy 2:24, 25 "The Lord's servant . . . be kind to everyone, able to teach, not resentful. Those who oppose him he must gently instruct.")

3. Use a variety of methods and materials to engage students in the processes of critical thinking, problem solving, and collaboration. (I Corinthians 14:20 ". . . in your thinking be adults.")

4. Demonstrate effective communication, using a variety of methods, in interactions with students, parents, and members of the professional community. (Ephesians 4:29 "what is helpful for building others up according to their needs")

5. Serve proactively and model the tenets of ethical codes in carrying out responsibilities of the profession within the school community. (Colossians 3:23 "Whatever you do work at it with all your heart, as working for the Lord, not for men.")

6. Demonstrate an appreciation for diversity as an expression of the manifold image of God in humankind, and build on diversity as an asset in the classroom by consistently integrating culturally relevant materials and ideas. (I Corinthians 9:22 "I have become all things to all men.")

Student Learning Outcomes:

1. The candidate will be able to interpret and employ content curriculum areas specific to elementary education as reflected in the North Carolina Standard Course of Study.

2. The candidate will be able to analyze and demonstrate pedagogy appropriate to research based cognitive, affective, and skill development models of teaching.

3. The candidate will be able to analyze research-based curriculum and integrate it with the academic/developmental needs of the student.

4. The candidate will be able to create lesson plans that demonstrate requisite competencies in applying the North Carolina Standard Course of Study (NCSOS) and 21st Century Skills/Standards.

5. The candidate will be able to demonstrate dispositions characteristic of a teaching candidate committed to sustained, high quality performance (leadership, humility, commitment to excellence, responsibility, punctuality, and cooperation).

6. The candidate will become involved in professional organizations and lifelong learning.

WHY STUDY EDUCATION AT MONTREAT COLLEGE

Education is a dynamic profession, in which the classroom teacher remains on the front edge of research and methods applied in an ever-changing global environment. As agents of change, classroom teachers play a critical role as they impart knowledge and skills to learners. Upon completion of the Elementary Education program, the teacher candidate will know about the practice and theory of teaching from a Christian worldview and possess the skills to become a transformational leader in the classroom and in the teaching profession.

ENTRANCE REQUIREMENTS FOR EDUCATION CANDIDATES

Acceptance by Montreat College should not be confused with acceptance into the Montreat Teacher Education Program (MoTEP). Admission to MoTEP is open to all Montreat College students who meet the standards established by the College's Teacher Education Advisory Board (TEAB) and the North

Carolina State Department for Public Instruction (NC-DPI). Students may not enroll in the licensure-track elementary education program beyond the first semester of their sophomore year without formal acceptance into the program by the TEAB.

Formal admission to MoTEP usually occurs during the sophomore year. Candidates will meet the following guidelines:

1. Proficiency in oral and written communications through completion of core requirements and interviews with the Department of Education faculty.
2. State designated minimum scores (522) on the Praxis I series (Pre-Professional Skills Test) or minimum scores on the SAT (currently a combined score of 1100 on critical reading and mathematics). This criterion must be met no later than one full semester before the student teaching semester (ED 450) begins.
3. Minimum overall GPA of 2.66 and a 3.0 in ED 211, Field Experience I.
4. A recommendation from the Department Chair, and one other faculty member regarding the candidate's interest in and suitability for teaching.
5. Interview with and approval of the Teacher Education Advisory Board.

REQUIREMENTS FOR CONTINUATION IN THE PROGRAM

- Earn a minimum grade of B in all major and education courses.
- Maintain a cumulative GPA of no less than 2.66.
- Demonstrate dispositions identified within the program.
- Complete appropriate Gateways

ENTRANCE REQUIREMENTS FOR THE STUDENT TEACHING BLOCK

- Maintain a cumulative GPA of 3.0 in the education core courses.
- File an "Application for Student Teaching" form with the Education Department.
- Update all necessary vaccinations and health tests.
- Complete an interview with the Teacher Education Advisory Board for the purpose of determining professional competence/dispositions.
- Complete appropriate Gateways.

PROGRAM COMPLETION REQUIREMENTS

- Maintain a minimum 3.0 grade point average in Education courses.
- Complete all Gateways.
- Complete student teaching experience with a minimum grade of B.
- Complete all forms for licensure (if applicable).
- Complete all degree requirements.
- Complete the senior exit portfolio.

REQUIREMENTS FOR LICENSURE IN EDUCATION

To receive a teaching license, candidates must major in Elementary Education and take the licensure courses in education. In addition, graduates must also pass the **PRAXIS II** specialty area exams (011 and 012) to be eligible for employment in the North Carolina school system.

REQUIREMENTS FOR A MAJOR IN ELEMENTARY EDUCATION

A major in Elementary Education requires the following components:

- **Completion of the General Education Core (53 hours)**
  - CM 220 or TH 230 (Oral Expression Competency cannot be substituted for either of these courses)
  - MT 101 or above*
  - CS 102 Computer Skills Competency
  - Six (6) hours of an approved foreign language at the elementary level is required of all education majors. If, however, the Bachelor of Arts degree is desired, completion of the 200-level sequence (six additional semester hours) of Spanish is required.
- **Completion of the General Education Competency Requirements**
- **Required Major Courses (69 hours)**

ED 209	Children's Literature (3)
ED 211	Field Experience Level I (2)
ED 211L	Assessment I Lab (1)
ED 220	Field Experience Level II (3)
ED 220L	Assessment II Lab (1)
ED 240	Computers for Educators (3)
ED 250	Overview of Public Education (3) (Formerly Foundations)
ED 310	Teaching Health & Physical Education (4)
ED 320	Teaching Mathematics (3)
ED 330	Teaching Reading & Language Arts (3)
ED 340	Teaching Fine Arts (3)
ED 350	Teaching Science (3)
ED 350L	Teaching Science Lab (1)
ED 360	Teaching Social Studies (3)
ED 370	Educational Program for Primary Children (3)
ED 405	Seminar on Intercultural Issues in Education (3)
ED 406	Psychology of Students and Families (3)
ED 410	Classroom Management (3)
ED 420	Assessment & Evaluation in Elementary School (3)
ED 430	Teaching Children with Exceptionalities (3)
ED 449	Student Teaching I (3)
ED 449L	Assessment III Lab (1)
ED 450	Student Teaching II (12)
ED 451	Forum: Issues In Education (3)

General electives to bring the total to 126 semester hours.

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION (K-6) FOUR YEAR PLAN			
Fall	CH	**Spring**	CH
Freshman Year			
BB 101 Survey of Old Testament	3	BB 102 Survey of New Testament	3
EN 101 English Composition	3	EN 102 English Composition	3
General Ed Humanities Elective	3	ED 211 Field Experience	2
MT 101 Intro to Mathematics *	3	ED 211L Assessment & Evaluation I	1
CS 102 Personal Productivity/ IS	3	ED 240 Computers for Educators	3
IS 102 Foundations of Faith and Learning	2	ED 330 Teaching Reading & Language	3
	(17)		**15)**
Sophomore Year			
CM 220 Public Speaking *or* TH 230 Acting	3	Gen Ed Natural Science Requirement	4
HS 101 History of World Civilization I	3	HS 102 History of World Civilization II	3
General Education Natural Science	4	ED 209 Children's Literature	3
ED 220 Field Experience II	3	ED 250 Overview of Public Education	3
ED 220L Assessment & Evaluation II	1	ED 405 Intercultural Issues	3
ED 320 Teaching Mathematics	3		
	(17)		**16)**
Junior Year			
EN 200-level Literature	3	Gen Ed Social Science Elective	3
SP 101 Spanish	3	SP 102 Spanish	3
ED 310 Teaching Health and PE	3	ED 340 Teaching Fine Arts	3
ED 350 Teaching Science	3	ED 360 Teaching Social Studies	3
ED 350L Teaching Science lab	1	ED 430 Teaching Exceptionalities	3
ED 370 Education Program for Primary	3		
	(16)		**15)**
Senior Year			
IS 461 Philosophy Faith and Learning	2	ED 450 Student Teaching II	12
Elective	3	ED 451 Forum: Issues in Education	3
ED 406 Psych Students & Families	3		
ED 410 Classroom Management	3		
ED 449 Student Teaching I	3		
ED 449L Assessment & Evaluation III	1		
	(15)		**15)**
69 hours education 20 Education classes (4 of these are 1-hour labs)			

*Other foreign language credits may be approved at the descrection of the Department Chair

PROGRESSION THROUGH MONTREAT TEACHER EDUCATION (MoTEP) GATEWAYS

Gateway 1:

_____ 2.66 in general education and 3.0 grade point average in education courses
_____ Transformational Impact Project: Field Experience I
_____ Evaluation: Field Experience I – unit head
_____ Evaluation: Field Experience I - cooperating teacher
_____ Evaluation: Field Experience I – candidate (self-evaluation)
_____ National Test: Praxis I (pass)

Typically students will complete by the end of his/her freshman year. Students will not be allowed to progress MoTEP until the above requirements and freshman year classes (as outlined in the catalog) are completed.

Gateway 2:
_____ 2.66 in general education and 3.0 grade point average in education courses
_____ E-journal: Field Experience II
_____ Evaluation: Field Experience II – unit head
_____ Evaluation: Field Experience II - cooperating teacher
_____ Evaluation: Field Experience II – candidate (self-evaluation)
_____ Letter of recommendation: cooperating teacher
_____ Letter of recommendation: another teaching professional
_____ Letter of recommendation: personal reference
_____ Application to MoTEP (Montreat Teacher Education Program)
_____ Interview: Teacher Education Advisory Board

Unless candidates have been formally admitted to MoTEP by the spring semester of their sophomore year, they will not be allowed to continue with classes in the Education major. The above requirements and sophomore year classes (as outlined in the catalog) are necessary to pass Gateway 2.

Gateway 3:
_____ 2.66 in general education and 3.0 grade point average in education courses
_____ E-journal: Student Teaching I
_____ Evaluation: Student Teaching I– unit head
_____ Evaluation: Student Teaching I - cooperating teacher
_____ Evaluation: Student Teaching I – candidate (self-evaluation)
_____ Application: student teaching
_____ Health services: vaccinations, health tests
_____ Interview: Teacher Education Advisory Board

Unless a candidate's student teaching application has been formally accepted by the fall semester of his/her senior year, s/he will not be allowed to student teach or participate in ED 450, Forum on Issues in Education. The above requirements, junior and senior year classes (as outlined in the catalog) are necessary to pass Gateway 3.

Gateway 4:
_____ National Test: Praxis II – (take)
_____ Completion of Student Teaching II
_____ Participation in Forum on Issues in Education
_____ Exit Portfolio

Unless a candidate successfully completes his/her student teaching, including portfolio submission and participation in Forum on Issues in Education, s/he will not be approved for licensure in the State of North Carolina.

The Montreat College Education Department unit head/ chair/ licensure officer will also determine if a candidate is suitable for the North Carolina Public School classroom. His/her signature is also required for approval for licensure.

PROGRESSION THROUGH MONTREAT TEACHER EDUCATION (MoTEP) GATEWAYS

Gateway 1:
_____ 2.66 in general education and 3.0 grade point average in education courses
_____ E-journal: Field Experience I
_____ Evaluation: Field Experience I – unit head
_____ Evaluation: Field Experience I - cooperating teacher
_____ Evaluation: Field Experience I – candidate (self-evaluation)
_____ Career services: personality profile
_____ National Test: Praxis I (pass)
Typically, candidate will complete by the end of freshman year. Candidates will not be allowed to progress MoTEP until the above requirements and freshman year classes (as outlined in the catalog) are completed.

Gateway 2:
_____ 2.66 in general education and 3.0 grade point average in education courses
_____ E-journal: Field Experience II
_____ Evaluation: Field Experience II – unit head
_____ Evaluation: Field Experience II - cooperating teacher
_____ Evaluation: Field Experience II – candidate (self-evaluation)
_____ Letter of recommendation: cooperating teacher
_____ Letter of recommendation: another teaching professional
_____ Letter of recommendation: personal reference
_____ Application to MoTEP (Montreat Teacher Education Program)
_____ Interview: Teacher Education Advisory Board
Unless candidates have been formally admitted to MoTEP by the spring semester of their sophomore year, they will not be allowed to continue with classes in the Education major. The above requirements and sophomore year classes (as outlined in the catalog) are necessary to pass Gateway 2.

Gateway 3:
_____ 2.66 in general education and 3.0 grade point average in education courses
_____ E-journal: Field Experience III
_____ Evaluation: Field Experience III– unit head
_____ Evaluation: Field Experience III - cooperating teacher
_____ Evaluation: Field Experience III – candidate (self-evaluation)
_____ Application: student teaching
_____ Health services: vaccinations, health tests
_____ Career services: resume
_____ Career services: evaluation
_____ Interview: Teacher Education Advisory Board
Unless a candidate's student teaching application has been formally accepted by the fall semester of his/her senior year, s/he will not be allowed to student

teach or participate in ED 450, Forum on Issues in Education. The above requirements, junior and senior year classes (as outlined in the catalog) are necessary to pass Gateway 3.

Gateway 4:
_____ National Test: Praxis II (take)
_____ Completion of Student Teaching
_____ Participation in Forum on Issues in Education
_____ Exit Portfolio
Unless a candidate successfully completes his/her student teaching, including portfolio submission and participation in Forum on Issues in Education, s/he will not be approved for licensure in the State of North Carolina.

The Montreat College Education Department unit head/ chair/ licensure officer will also determine if a candidate is suitable for the North Carolina Public School classroom. His/her signature is also required for approval for licensure.

REQUIREMENTS FOR LICENSURE-ONLY STUDENTS

Candidates with a baccalaureate degree can enter the College as a licensure-only, non-degree seeking student. The general policy for licensure-only students is that they must meet similar entry, exit, and course requirements as degree-seeking students.

Candidates already possessing a baccalaureate degree must apply for acceptance into the College. Transcripts will then be forwarded to the department chair who will determine the equivalence of specialty area courses. Following this evaluation, the department chair will prepare a course of study leading to certification.

To gain full acceptance into a program, the candidate must pass ED 211 and must have a minimum 3.0 grade point average. Certification-only candidates with a 3.0 grade point average from an accredited college or university will also have to pass the PRAXIS reading, mathematics, and writing tests (PPST).

Because licensure-only candidates have already completed a program of general studies, they may not have to take courses in the liberal arts. However, candidates must have had course work in the arts, communication skills, history, literature, mathematics, philosophy and/or religion, and science. The department chair will require courses in these areas if the student (1) is lacking course work in one or more of these areas; (2) has low grades in a given area; (3) needs to retake courses to raise the overall grade point average; or (4) has a deficiency in one of these areas as noted on a standardized test or in an interview.

The licensure-only candidate will take all courses and tests in the professional and specialty areas required of degree-seeking candidates (including the early field experience and student teaching) and meet all other requirements of degree-seeking candidates. At least 70 % of the courses must be taken through the College. All proposed transfer courses must be pre-approved by both Department Chair and the Registrar.

NON-LICENSURE CANDIDATES

Candidates who have completed the second semester of their freshman year and have not passed the Praxis I (yet wish to remain in the program) will be designated as non-licensure candidates. These candidates will not qualify for an initial state license upon graduation. This program may interest those wishing to teach in private and/or foreign schools that do not require state certification.

AFTER GRADUATION

The faculty of the Education Department remains available to all graduates whether they are preparing to enter the professional world or are already in it. Graduates from this program should always feel welcome to contact the Education Department should questions or a need of assistance arise.

English (EN)

The English major prepares students to use their God-bestowed gift of language. At the core of English study lies the grace and power of words. Students learn how language has been employed to create literature, persuade audiences, and delight readers.

THE ENGLISH DISCIPLINE

Three concentrations are available to the English major: Literature, Creative Writing, and Professional Writing. A concentration in literature provides students with a foundational understanding of the world's greatest written works in courses such as Shakespeare and Literature of the United States. By graduation, students in the literature concentration demonstrate familiarity with the major schools of literary criticism, an understanding of literary genres, practical application of literary techniques and language, and a significant understanding of the links between literature and the cultural milieus that produced it. In communication courses students develop their technical and theoretical knowledge in theatre and journalism. By graduation they show their mastery of communication theory and practice for professional settings. Creative writing courses provide English majors a forum for growth of their own literary craft. By graduation they achieve competence in writing poetry, fiction, and literary nonfiction.

WHY STUDY ENGLISH AT MONTREAT COLLEGE?

Every English course merges a Biblical worldview with scholarship. Christ composed parables to communicate truth through story. In this sense he modeled literary, communicative, and creative writing study.
Blending literature, creative writing and public information into a unified major is a unique feature of Montreat College. Students focus on a single concentration, yet apply courses from the other two concentrations toward their degree requirements. This cohesive approach toward literature, imaginative writing, and professional writing provides students a grasp of literary masterpieces as well as the practical application of literary craft and technical writing skills. English majors write a Senior Thesis, which caps their coursework in literary interpretation, creative writing, or professional writing. .

HOW CAN STUDENTS GET INVOLVED?

Practicum, EN 341, gives English students the opportunity for professional employment experience, usually in the field of public information. At the Writing Center, students skillful in writing offer one-on-one consultation to their peers on writing assignments. *Q,* Montreat College's literary magazine, is an excellent way for students to develop their writing, editing, and design skills while receiving academic credit.

REQUIREMENTS FOR A MAJOR IN ENGLISH

- Completion of the General Education Core (53 hours)
  - IS 202 or PH 201 is required
  - Successful completion of the intermediate level of French, Greek, Spanish, or other approved language (12 hours or equivalent). NOTE: These courses may not be applied toward the general education core, the major, or the minor requirements.
- Required Major Courses (41 hours)
  Completion of one of the concentrations listed below (41 hours)
  NOTE: At least 33 semester hours of the total hours required for the degree must be taken in courses at or above the 300-level.
- General electives to bring total to 126 semester hours.
- All English majors are required to take the Major Field Test (MFT) in their discipline prior to graduation.

Literature Concentration

The Literature Concentration allows students to learn literary interpretation by examining a wide range of literary texts. Students select courses from three broad categories: early British literature, later British literature, and United States literature. Historical, Christian, and formal modes of interpretation are stressed, in order to see the connections between classic imaginative stories and the issues of human meaning found in art, economics, history, and current events.

This concentration is composed of 41 hours including:

EN 201	Survey of English Literature I (3)
EN 202	Survey of English Literature II (3)
EN 203	World Literature I (3)
EN 301	Shakespeare (3)
EN 402	Literary Criticism (3)
EN 491	Senior Thesis (2)

In addition, students must take the specified number of hours in each of the following literary periods:

- *British Literature through the Eighteenth Century (6)*
  Choose six hours from:

EN 300	Middle English Literature (3)
EN 304	Restoration & Eighteenth Century British Literature (3)
EN 305	Milton (3)
EN 319	Renaissance Literature (3)

- *British Literature since the Eighteenth Century (6)*
  Choose six hours from:

EN 307	Romantic British Literature (3)
EN 320	Contemporary Literature (3)
EN 309	Victorian Literature (3)
EN 324	Twentieth Century British Writers (3)

- *United States Literature (6)*
  Choose six hours from:
  EN 321 Literature of the United States I (3)
  EN 322 Literature of the United States II (3)
  EN 323 Literature of the United States III (3)

Six Additional hours in English at the 300-level or above (may also include Communication 318 and/or 341)

BACHELOR OF ARTS IN ENGLISH: Literature Concentration | FOUR YEAR PLAN	
Freshman Year	
Fall Semester	**Spring Semester**
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
Foreign Language Requirement 101 (3)	Foreign Language Requirement 102 (3)
Physical Education Activity Course (1)	Physical Education Activity Course (1)
IS 102 Foundations of Faith & Learning (2)	Elective (3)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
EN 201 Survey of English Literature I (3)	EN 202 Survey of English Literature II (3)
Foreign Language Requirement 201 (3)	Foreign Language Requirement 202 (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Gen Ed Social Science Requirement (3)	Gen Ed Mathematics Requirement (3)
Gen Ed Computer Skills Competency (3)	Elective (3)
	Elective (3)
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	
Junior Year	
EN 203 World Literature I (3)	PH 201 Introduction to Philosophy (3)
EN 301 Shakespeare (3)	Major Elective (3)
Major Elective (3)	Major Elective (3)
Major Elective (3)	Major Elective (3)
Major Elective (3)	Gen Ed Humanities Requirement (3)
Gen Ed Oral Expression Competency (3)	
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	
Senior Year	
EN 402 Literary Criticism (3)	EN 491 Senior Thesis (2)
IS 490 Bibliography for Research (3)	Major Elective (3)
IS 461 Philosophy of Faith & Learning (2)	Major Elective (3)
Major Elective (3)	Major Elective (3)
Major Elective (3)	Elective (3)
Major Elective (3)	
Completion of the Major Field Test by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

Creative Writing Concentration

The Creative Writing concentration at Montreat College is designed to provide students the opportunity to pursue their passion for imaginative writing of poetry, short fiction, literary non-fiction, and the novella. English-Creative Writing majors work alongside professors and peers in small, intensive workshop-style classes. In addition, Creative Writing majors are provided the

opportunity to showcase their work through the college sponsored reading series and submissions to Q, the Montreat College literary magazine. Our future poets, essayists, and novelists—all Montreat College student writers—are encouraged to have their voices heard through participation in area writing festivals, contests, lectures, and public readings.

EN 201 Survey of English Literature I (3)
EN 202 Survey of English Literature II (3)
EN 203 World Literature I (3)
EN 301 Shakespeare (3)
EN 402 Literary Criticism (3)
EN 491 Senior Thesis (2)

Choose 3 hours from:

EN 321 Literature of the United States I (3)
EN 322 Literature of the United States II (3)
EN 323 Literature of the United States III (3)

Choose 12 hours from:

EN 311 Creative Nonfiction Writing (3)
EN 313 Poetry Writing (3)
EN 317 Short Story Writing (3)
EN 326 Writing Children's Novels (3)
EN 404 Spiritual Memoir Writing (3)
CM 335 Playwriting (3)

Choose 9 additional hours in English at the 300-level or above (may also include Communication 318 and/or 341)

BACHELOR OF ARTS IN ENGLISH:
Creative Writing Concentration | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
Elementary Foreign Language 101 (3)	Elementary Foreign Language 102 (3)
Physical Education Activity Course (1)	Physical Education Activity Course (1)
IS 102 Foundations of Faith & Learning (2)	Elective (3)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
EN 201 Survey of English Literature I (3)	EN 202 Survey of English Literature II (3)
Intermediate Foreign Language 201 (3)	Intermediate Foreign Language 202 (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Gen Ed Social Science Requirement (3)	Gen Ed Mathematics Requirement (3)
Gen Ed Computer Skills Competency (3)	Major Elective (3)
Major Elective (3)	Elective (3)
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	

Junior Year	
EN 301 Shakespeare (3)	EN 313 Poetry Writing (3)
EN 311 Creative Nonfiction Writing (3)	PH 201 Introduction to Philosophy (3)
Gen Ed Oral Expression Competency (3)	EN 204 World Literature II (3)
Major Elective (3)	EN 402 Literary Criticism (3)
Major Elective (3)	Elective (3)
Elective (3)	Elective (3)
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	
Senior Year	
EN 317 Short Story Writing (3)	Major Elective (3)
IS 490 Bibliography for Research (3)	EN 491 Senior Thesis (2)
IS 461 Philosophy of Faith & Learning (2)	Major Elective (3)
Major Elective (3)	Major Elective (3)
Major Elective (3)	Elective (3)
Completion of the Major Field Test by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

Professional Writing Concentration

The Professional Writing concentration allows English students to explore career tracks in English and related disciplines such as Communication. Students also receive a thorough grounding in literature and analytical/critical thinking skills. This concentration is composed of 42 hours, including:

Literature Overview – choose 15 hours from the following:

EN 201 Survey of English Literature I (3) **OR**
EN 202 Survey of English Literature II (3) *(choose 1 of 2)*
EN 203 World Literature (3)
EN 301 Shakespeare (3)
EN 321 Literature of the United States (3) **OR**
322 Literature of the United States (3) *(choose 1 of 2)*
EN 323 American Literature (3) **OR**
EN 324 Twentieth-Century British Writers (3) **OR**
EN 320 Contemporary Literature (3) *(choose 1 of 3)*

Subtotal **15**

Professional Writing Core:

*EN 271 Business Communication (3)
CM 228 Media Studies (4)
CM 313 Public Relations (3)
EN 325 Literary Magazine Editing (1)
**CM 344 Nonprofit Organizational Communication (4)
CM 347 News Editing (3) **OR**
CM 348 News Writing (3) *(choose 1 of 2)*
IS 490 Bibliography for Research (1)
EN 491 Senior Thesis (2)

Subtotal **21**

English/Communication Electives – choose six hours from EN and/or Communication at the 300 level or above (6)

TOTAL: 42 HOURS

**BS 101 prerequisite waived*
***CM 203 prerequisite waived*

BACHELOR OF ARTS IN ENGLISH: Professional Writing Concentration | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	Gen. Ed. Humanities Requirement (3)
HS 101 History of World Civilization I (3)	EN 102 English Composition II (3)*
IS 102 Foundation of Faith & Learning (2)	HS 102 History of World Civilization II (3)*
Gen. Ed. Foreign Language Requirement (3)	Gen. Ed. Foreign Language Requirement (3)
Physical Education Activity Course (1)	Physical Education Activity Course (1)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
CM 348 News Writing or CM 347 News Edit	EN 203 World Literature (3)
EN 201or 202 Survey of English Literature (3)	Gen Ed Social Science Requirement (3)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Gen Ed Computer Skills Competency (3)	Gen Ed Humanities Requirement (3)
Gen. Ed. Foreign Language Requirement (3)	Gen. Ed. Foreign Language Requirement (3)
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	
Junior Year	
IS 202 or PH 201 (3)	CM 313 Public Relations (3)
EN 320 Contemporary Literature (3)	EN 322 Literature of the United States II
EN 301 Shakespeare(3)	CM 344 Nonprofit Organizational Com (4)
Gen Ed Mathematics Requirement (3)	Elective (3)
Elective (3)	Elective (3)
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	
Senior Year	
CM 228 Media Studies (3)	Elective (2)
IS 461 Philosophy of Faith & Learning (2)	Elective (3)
Gen Ed Humanities Requirement (3)	Elective (3)
IS 490 Bibliography for Research (1)	EN 491 Senior Thesis (2)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Completion of the Major Field Test by the end of the Senior year	

Special Emphasis Concentration (32 hours)

The Special Emphasis Concentration allows students to design a program of study focused on an area of interest outside the core curriculum of their particular major. Working with a faculty member in their major, the student selects courses from other institutions or departments at Montreat College that can be integrated into their specific discipline. The Special Emphasis must be approved by the student's academic advisor prior to completing sixty (60) credit hours.

The Special Emphasis Concentration proposal must meet all the General Education and Competency requirements published in the Academic Catalog, including the language requirement for the BA degree. The proposal must include the following elements: (1) a rationale for the program, (2) a description of one's career objectives, (3) identification of at least thirty-two (32) credit hours of coursework with supporting rationale from within the student's academic program, and (4) identification of at least eighteen (18) credit hours of additional coursework with supporting rationale, generally outside the student's chosen department, that directly supports the student's career objectives. The proposal, once approved by the academic advisor, will be submitted to the Department for final approval.

REQUIREMENTS FOR A MINOR IN ENGLISH

The English minor at Montreat College gives students the opportunity to read, discuss, and write about illuminating works in Western Literature, and to receive instruction and practice in creative and professional writing. Students who minor in English are prepared to work as editors and writers in their major fields. Students will develop understanding of the world's social and cultural conditions and learn to communicate effectively through the written word.

Montreat College offers a minor in English that requires 18 semester hours of EN course work with at least 12 of those hours from the 300 level or above. Only 3-credit hour courses can be counted. The General education literature course does not double-count.

AFTER GRADUATION

Public information and professional editing comprise a large employment field for graduates in English. Ministry, law, library science, and civil service are also fields open to English graduates. In addition, many students majoring in English at Montreat College will continue their education at the graduate level.

Environmental Studies (ES)

The Environmental Studies program prepares students to understand and critically examine environmental issues from an interdisciplinary perspective, to teach in various outdoor settings, and to engage in scientific research. The program utilizes biological, chemical, and ecological course work and field experiences to prepare students for further academic studies or professional training and provides opportunities for career preparation and professional development through independent projects, teacher education, internships, and seminars.

THE ENVIRONMENTAL STUDIES DISCIPLINE

Environmental Studies specialists are needed in order to understand and help solve the ecological problems posed by the 21st century. While these specialists must be knowledgeable in ecology, environmental science, experimental design, mathematical modeling, and physics, they also must be acquainted with ideas drawn from a wide range of related disciplines, including environmental philosophy, ethics, theology, history, literature, policy, law, and psychology. They must be skilled in research methods, written and oral communication, and conflict resolution.

WHY STUDY ENVIRONMENTAL STUDIES AT MONTREAT COLLEGE?

The program is unique. Montreat College's program is distinctively different. The program integrates a liberal arts education with a Christ-centered worldview. The student trained in environmental studies will gain more than a solid understanding of basic principles. They will possess an understanding of the ethical and worldview implications involved in the application of environmental knowledge. Small, intimate classes foster discussion and interaction in every course. Students receive personalized attention and this allows for further integration of the Christian perspective into the environmental studies curriculum. The instructors are highly accessible and genuine in their approach to students, serving as professors, mentors, and advisors. Faculty members work closely with each student based on his/her interests and career aspirations. It is our goal to help students transition from passive learner to budding colleague.

Home to the Christian Environmental Studies Center, Montreat College also has vital connections with the International Au Sable Environmental Institute, the Council for Christian Colleges and Universities, and the Appalachian College Association.

The program is integrative and academically rigorous. We expect much from our students but they receive much in return. By providing a strong foundation in environmental studies, Montreat College's program successfully prepares the student for graduate studies in a wide array of disciplines, including

environmental studies, plant and animal ecology, environmental economics, physical geography, environmental education, forest science, wildlife and fishery science, natural resources management, and medical research. It also provides opportunities to establish collaborative relationships with various groups, such as the Forest Service, the National Park Service, environmental organizations, research laboratories, and industry.

The program is situated within the ecologically diverse Southern Appalachian Mountains. Located in one of the most ideal areas for environmental studies in the Eastern United States, Montreat College is in close proximity to four major wilderness areas, several national and state forests, the Great Smoky Mountains National Park, Mt. Mitchell State Park, Grandfather Mountain Biosphere Preserve, and numerous unique and diverse ecosystems. These range from Southern Appalachian cove forests to heath bald communities to high elevation spruce-fir forests. Through immersion in the natural environment, an experiential approach to learning, and a Christian perspective, Montreat College ultimately prepares the student for a lifelong adventure with many chances for success.

The Environmental Studies major allows much room for individualization. Possible academic choices are the Pre-professional Concentration, the Field Studies Concentration, and the Independent (self-designed) Concentration. These options ensure a well-tailored education for any student.

REQUIREMENTS FOR A MAJOR IN ENVIRONMENTAL STUDIES

A major in Environmental Studies requires the following components:

- **Completion of the General Education Core (53 hours)**
  BL 101-102, MT 114, and IS 202 are required.
- **Completion of the General Education Competency Requirements**
- **Required Major Courses (33.5 hours)**

BL 205	Animal Diversity and Ecology (4)
BL 406	Conservation Biology (3)
CH 201-202	Environmental Inorganic Chemistry I, II (4, 4)
ES 200	Introduction to Environmental Studies (3)
ES 206	Ecology (4)
ES 230	Sophomore Science Seminar I (0.5)
ES 301	Physical & Environmental Geography (4)
ES 302	Environmental Systems (3)
ES 340	Research Methods (3)
ES 445	Senior Science Seminar (1)

- **Completion of one of the concentrations of study as listed below.**
- **General electives (to be selected in consultation with the advisor) to bring total to 126 semester hours.**
- **All Environmental Studies majors are required to take the Major Field Test (MFT) in their discipline prior to graduation.**

Pre-Professional Concentration* (30 hours)

The Pre-professional track offers a wide range of courses designed to prepare students for graduate studies in the health and science professions, including diverse fields such as applied technology (environmental consulting), biochemistry, ecological research, genetics, environmental science, medicine/medical research, nursing, ecophysiology, toxicology, and veterinary science.

The Pre-Professional concentration is composed of 31 hours, including:

BL 311	Plant Physiology (3) **OR**
BL 204	Animal Physiology (3)
BL 401	Genetics (3)
CH 320-321	Organic Chemistry I, II (3, 3)
CH 322-323	Organic Chemistry Lab I,II (2,1)
MT 191-192	Applied Calculus I, II (4, 4)
PC 131-132	College Physics I, II (4, 4)

Recommended electives:

CS 480	Special Studies in Information Systems (3)
BL 415	Biochemistry/Toxicology (4)

Students in the Pre-Professional concentration are required to enter into a professional experience through a cooperative, employment, internship, or research arrangement. Environmental Studies faculty serve as mentors, and each project must be approved and debriefed with the faculty member for the completion of this requirement. Students must make arrangements to set up the professional experience and make a presentation to the faculty for approval before the experience is initiated. If students simultaneously seek credit for the experience, they must enroll in ES 440 each semester of the professional experience. A regular debriefing is required for all professional experiences. If the student has applied for credit, the debriefing each semester of enrollment will be required for credit and grade designation. The student's experience will be assessed each semester whether or not credit is given.

BACHELOR OF SCIENCE IN ENVIRONMENTAL STUDIES: Pre-Professional Concentration | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
BL 101 Survey of Biological Principles I (4)	BL 102 Survey of Biological Principles II (4)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
HS 101 History of World Civilization I (3)	ES 200 Intro to Environmental Studies (3)
IS 102 Foundations of Faith & Learning (2)	HS 102 History of World Civilization II (3)*
Physical Education Activity Course (1)	MT 114 Probability & Statistics (3)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
CH 201 Inorganic Chemistry I (4)	BL 205 Animal Diversity & Ecology (4)
ES 206 Ecology (4)	CH 202 Inorganic Chemistry II (4)

ES 230 Sophomore Science Seminar (0.5)	ES 301 Physical & Environ Geography (4)
MT 191 Applied Calculus I (4)	MT 192 Applied Calculus II (4)
Gen Ed Computer Skills Competency (3)	
Physical Education Activity Course (1)	

Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year

Junior Year	
	Gen Ed English Composition Requirement (3)
IS 202 Modern Sec-Christ Worldviews (3)	Gen Ed Humanities Requirement (3)
Gen Ed Humanities Requirement (3)	Gen Ed Social Science Requirement (3)
Gen Ed Oral Expression Competency (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year

Senior Year	
ES 445 Senior Science Seminar (1)	Elective (3)
ES 340 Research Methods (3)	Elective (3)
IS 461 Philosophy of Faith & Learning (2)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)

Completion of the Major Field Test by the end of the Senior year

* See General Education Core Requirements for optional offerings.

The following required, alternate-year courses should be taken in either the freshman or sophomore year: PC 131 (4), PC 132 (4).

The following required, alternate-year courses should be taken in either the junior or senior year: ES 302 (2), BL 401 (3), CH 320 (4), CH 321 (4), BL 406 (3), BL 311 (3) or BL 312 (3)

Field Studies Concentration (30 hours)

The Field Studies concentration is designed to prepare students to teach and conduct research in outdoor settings. Rooted in the belief that one of the best ways to study the environment is to be out in it, this concentration allows students to experience a variety of rich ecological areas and prepares students for many attractive jobs in fields such as environmental education, outdoor interpretation, and ecological research. The core curriculum prepares students for further training or advanced academic study.

The Field Studies concentration is composed of 31 hours including:

BL 215 Plant Diversity and Ecology (4)
ES 201-202 Field Natural History I, II (2, 2)
ES 305 American Ecosystems (4)
ES 315 Freshwater Ecosystems (4)
ES 341 Naturalist Practicum (3)
ES 460 Field Studies (1-6) – Minimum of 4 hours of field study required
OE 305 Environmental Policy & Law (3)
OE 340 Teaching Methods/Curriculum Development in Outdoor Education (4)

BACHELOR OF SCIENCE IN ENVIRONMENTAL STUDIES: Field Studies Concentration| FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)

BL 101 Biology I/ Lab (4)	BL 102 Biology II/ Lab (4)
EN 101 English Composition (3)	EN 102 English Composition (3)*
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
IS 102 Foundations of Faith & Learning (2)	MT 114 Probability & Statistics (4)
Physical Education Activity Class (1)	Physical Education Activity Class (1)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
Gen Ed Computer Skills Competency (3)	BL 215 Plant Diversity & Ecology (4)
CH 201 Chemistry/ Lab (4)	CH 202 Chemistry/ Lab (4)
ES 201 Field Natural History (2)	ES 202 Field Natural History (2)
ES 206 Ecology/Lab (4)	ES 301 P & E Geography/ Lab (4)
ES 230 Sophomore Science Seminar (0.5)	Gen Ed English Composition Requirement (3)
	ES 200 (3) Intro to ES (3)
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	
Junior Year	
ES 302 Environmental Systems (2)	BL 205 Animal Diversity & Ecology (4)
Elective	OE 305 Environmental Policy & Law (3)
IS 202 World Views (3)	Gen Ed Humanities Requirement (3)
OE 340 Teaching Methods (4)	Gen Ed Social Science Requirement (3)
Gen Ed Humanities Requirement (3)	Gen Ed Oral Expression Competency (3)
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	
Senior Year	
ES 445 Senior Science Seminar (1)	Elective (3)
ES 340 Research Methods (3)	Elective (3)
IS 461 Philosophy of Faith & Learning (2)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	
Completion of the Major Field Test by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

Alternate Year Courses

BL 406	Conservation Biology (3)
ES 305	American Ecosystems (3) (Summer)
ES 315	Freshwater Ecosystems (4)

Other Course Requirements

ES 460	Field Study (4 hours total)

Special Emphasis Concentration (18 hours and 5 courses minimum)

The Special Emphasis concentration allows students to design a program of study focused on an area of interest outside the core ES curriculum. Past examples include programs in sustainable agriculture, watershed studies, environmental economics, wildlife and fisheries science, and geology. Working with an ES faculty member, the student selects courses from other institutions or other departments at Montreat College that can be integrated into an environmental discipline. If this transfer does not complete the course requirements for a concentration, any comparable courses taken at Montreat College can be proposed as a substitute. Such programs must be approved by the academic advisor and by the Environmental Studies Faculty by the end of the sophomore year. (One of the Au Sable Institute certification programs is an example of this emphasis).

NOTE: Students in the Field Studies and Special Emphasis concentrations must take ES 305 in the summer which requires an additional fee (see "Financial Information" in the *Catalog* for information).

BACHELOR OF SCIENCE IN ENIVRONMENTAL SCIENCE: Special Emphasis Concentration | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
BL 101 Survey of Biological Concepts I (4)	BL 102 Survey of Biological Concepts II (4)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
HS 101 History of World Civilization I (3)	ES 200 Intro to Environmental Science (3)
IS 102 Foundations of Faith & Learning (2)	HS 102 History of World Civilization II (3)*
Physical Education Activity Course (1)	Physical Education Activity Course (1)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
CH 201 Inorganic Chemistry I (4)	BL 201 Vertebrate Zoology (4)
ES 206 Ecology (4)	CH 202 Inorganic Chemistry II (4)
ES 230 Science Seminar I (0.5)	ES 301 Physic & Environ Geography (4)
Gen Ed English Composition Requirement (3)	MT 114 Probability & Statistics (3)
Gen Ed Computer Skills Competency (3)	
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	
Junior Year	
ES 330 Science Seminar II (0.5)	Gen Ed Humanities Requirement (3)
IS 202 Modern Sec-Christ Worldviews (3)	Gen Ed Social Science Requirement (3)
Gen Ed Humanities Requirement (3)	Gen Ed Oral Expression Competency (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	
Senior Year	
ES 403 Research Methods (3)	Elective (3)
ES 430 Science Seminar III (0.5)	Elective (3)
IS 461 Philosophy of Faith & Learning (2)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	
Completion of the Major Field Test by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

The following required, alternate-year courses should be taken in either the junior or senior year: ES 305 (4), ES 302 (2), BL 406 (3)

REQUIREMENTS FOR A MINOR IN ENVIRONMENTAL STUDIES

Montreat College offers a minor in Environmental Studies that requires a minimum of 20 semester hours, including:

BL 101-102 Survey of Biological Principles I, II (4, 4)
ES 200 Introduction to Environmental Studies (3)
ES 206 Ecology (4)
A minimum of five (5) additional hours chosen from BL, CH, or ES

AFTER GRADUATION

Upon completion of the Environmental Studies program at Montreat College, the student has a wide selection of options, such as ecologist, fish or wildlife biologist, naturalist, environmental economist, environmental educator, or environmental consultant. Additionally, students might wish to receive a North Carolina State Certificate in Environmental Education or attend graduate school, thereby expanding their career choices. Government agencies and private companies eagerly look to the present generation to staff their offices as a source of youthful creativity, mature beliefs, and a strong environmental studies background.

History (HS)

The Bachelor of Arts/Science Degree with a major in History prepares students to understand the human past, and those events and forces leading up to the present and contributing to the future. Students will be broadened in a knowledge of the world and its cultures, brought to heightened perceptivity of the human scene, and encouraged to formulate a worldview which is based on fact while remaining sensitive to the human condition and bringing to bear both analytical skills and a lively faith. The student will integrate personal faith and philosophy with the cognitive knowledge of historical facts. Included in the major are a survey of world history and the history of the United States, a serious look at one or more non-Western cultures and their development, frequently a study of a foreign language, and eventually, a concentration on precise areas of historical study.

THE HISTORY DISCIPLINE

The study of history focuses on exploration and evaluation of various social, political, economic, military, and religious forces that have shaped and transformed the world. This information not only provides perspective on the past but also establishes a marker for future innovation, helping us avoid mistakes and capitalize on strengths.

WHY STUDY HISTORY AT MONTREAT COLLEGE?

History classes at Montreat are kept small intentionally to ensure that students have a place to voice informed opinions in a safe and collaborative atmosphere. While their primary concern is teaching, the history professors at Montreat are engaged in research that they both publish and bring into the classroom. Highly personalized faculty advising helps ensure that students develop a plan, including professional goals along with the courses they need for graduation. Professors place a high priority on community and collegiality.

REQUIREMENTS FOR A MAJOR IN HISTORY

A major in History requires the following components:

- **Completion of the General Education Core (53 hours)**
  - HS 101-102 are required.
  - Bachelor of Arts: Successful completion of the intermediate level of an approved language or equivalent (12 hours)
  - Bachelor of Science: Twelve semester hours of the following courses: any AT; any BL; BS 209, 303, 307, 309 (6 hours maximum); any CH; CS 102, 204; any ES; MT (114 or above); any PC. NOTE: These courses may not be applied toward the general education core, the major, or the minor requirements.
- **Completion of the General Education Competency Requirements**

- **Required Major Courses (30 hours)**

  HS 201-202 United States History I, II (3,3)
  HS 491 Senior Thesis (3)

Choose twenty-one (21) hours of additional course work from the following:

AS 401 American Studies (3)
HS 301 Church History (3)
HS 302 History of Political Philosophy (3)
HS 303 Social & Intellectual History of the United States (3)
HS 304 United States Constitutional History (3)
HS 306 History of Russia (3)
HS 310 History of Science & Technology (3)
HS 320 Early Modern Europe (3)
HS 321 Modern Europe (3)
HS 322 European Colonialism, Imperialism, Decolonization (3)
HS 401 American Revolution & Early National Period (3)
HS 402 American Nationalism & Sectionalism (3)
HS 403 Europe in the Middle Ages (3)
HS 404 The Twentieth Century World (3)
HS 405 History of Ancient Greece & Rome (3)
HS 406 Renaissance & Reformation (3)
HS 407 The American Civil War (3)
HS 409 The Second World War (3)
HS 480 Special Topics (1-3)
HS 481 Directed Study & Research (3)

- **Recommended Major Electives**

  BS 203 Macroeconomics (3)
  BS 204 Microeconomics (3)
  PH 220 History of Philosophy 1 (3)
  PY 202 General Psychology
  SC 204 Introduction to Sociology (3)
- **General electives to bring total to 126 semester hours.**
- **All history majors are required to take the Major Field Test (MFT) in their discipline prior to graduation.**

BACHELOR OF ARTS IN HISTORY | FOUR YEAR PLAN

Freshman Year	
Fall Semester	Spring Semester
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	Gen Ed Humanities Requirement (3)
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)
Gen Ed Mathematics Requirement (3)	Physical Education Activity Course (1)
Elementary Foreign Language 101 (3)	Elementary Foreign Language 102 (3)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Gen Ed Computer Competency (3)	Elective (3)
Gen Ed English Lit Requirement (3)	Gen Ed Humanities Requirement (3)
HS 201 United States History I (3)	HS 202 United States History II (3)
Intermediate Foreign Language 201 (3)	Intermediate Foreign Language 202 (3)

Physical Education Activity Course (1)	

Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year

Junior Year	
Gen Ed Social Science Requirement (3)	Gen Ed Humanities Requirement (3)
Major Elective (3)	History Elective (3)
Major Elective (3)	History Elective (3)
Gen Ed Humanities Requirement (3)	Gen Ed Oral Expression Competency (3)
Elective (3)	Elective (3)

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year

Senior Year	
IS 461 Philosophy of Faith & Learning (2)	HS 491 Senior Thesis (3)
Major Elective (3)	Major Elective (3)
Major Elective (3)	Major Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	

Completion of the Major Field Test by the end of the Senior year

* See General Education Core Requirements for optional offerings.

BACHELOR OF SCIENCE IN HISTORY | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	Gen Ed Humanities Requirement (3)
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)
Gen Ed Mathematic Requirement (3)	Physical Education Activity Course (1)
Bachelor of Science Requirement (3)	

Gen Ed Writing Competency should be completed by the end of the Freshman year

Sophomore Year	
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Computer Competency Requirement (3)	Bachelor of Science Requirement (3)
Gen Ed English Composition Requirement (3)	Gen Ed Social Science Requirement (3)
HS 201 United States History I (3)	HS 202 United States History II (3)
Bachelor of Science Requirement (3)	Bachelor of Science Requirement (3)
Physical Education Activity Course (1)	

Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year

Junior Year	
Gen Ed Oral Expression Competency (3)	Gen Ed Humanities Requirement (3)
Major Elective (3)	Major Elective (3)
Major Elective (3)	Major Elective (3)
Gen Ed Humanities Requirement (3)	Gen Ed Humanities Requirement (3)
Elective (3)	Elective (3)

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year

Senior Year	
IS 461 Philosophy of Faith & Learning (2)	HS 491 Senior Thesis (3)
Major Elective (3)	Major Elective (3)
Major Elective (3)	Major Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	

Completion of the Major Field Test by the end of the Senior year

REQUIREMENTS FOR A MINOR IN HISTORY

Montreat College offers a minor in History that requires a minimum of 18 semester hours, including:

HS 201-202 United States History I, II (3, 3)
Choose 12 additional hours of history electives at the 300-400 level.

Because of the breadth and depth of historical investigation, students who minor in history find themselves well prepared for careers that require a knowledge of the past, interaction with people at home and around the world, and the ability to write and think analytically. An understanding of historical transitions helps one avoid mistakes of the past and capitalize on its strengths.

AFTER GRADUATION

A major in History can lead to graduate studies in administration, history, law, political science, and theology; even business and medicine are not to be excluded. A graduate in history may find employment in administrative and government services, libraries, public history activities and interpretation, or one of many areas in education.

Interdisciplinary Studies (IS)

Students normally pursue one of the regular academic majors offered by the College. However, students also have the option of designing their own major so that they may engage in in-depth study that draws on two or more academic disciplines at the College. These programs, called Interdisciplinary Studies majors, are individualized programs of study developed in consultation with the faculty advisor.

A student wishing to propose an Interdisciplinary Studies major must do so before completing 80 hours of course work. Courses which have already been completed must be indicated on the proposal for the major, and these courses may comprise no more than 75% of the total course credits proposed. The major must consist of at least 48 hours of coursework. To ensure sufficient depth in the major, a minimum of 33 credits must be courses numbered 300 or higher. To ensure that the proposed major differs sufficiently from existing majors, there may be no more than a 75% overlap with an existing major. Major courses should be available at Montreat College; limits on transfer credits and independent studies should be within the normal pattern for other majors.

In constructing and seeking approval for an Interdisciplinary Studies major, students must submit a written proposal in collaboration with the faculty advisor to the Senior Vice President and Provost or designee. The proposal should include (1) a rationale for the program, (2) a description of appropriate professional goals, (3) a list of General Education courses completed, (4) a list of General Education courses that need to be completed, (5) a list of courses totaling at least 48 hours that one has taken or plans to take with a clear statement on how each course will contribute to meeting the stated goals, (6) a statement on whether an internship or thesis will be completed, and (7) a means of assessing whether the goals articulated have been met. The program must satisfy all General Education and Competency requirements, including the language requirement for a BA. The Senior Vice President and Provost or designee will consult with the department chair(s) in which twelve or more hours are taken for their support of the Interdisciplinary Studies major before granting final approval.

The Interdisciplinary Studies minor at Montreat College is structured to provide students with a broad based exposure to Liberal Arts studies. The intent of the program is to offer a sequence of courses that enable students to satisfy educational objectives which might not otherwise be met by a particular, pre-established degree program. By gaining insight into the humanities, students will be better equipped to ascertain the human condition and the relationship of their own majors to those of other academic disciplines.

REQUIREMENTS FOR A MINOR IN INTERDISCIPLINARY STUDIES

Montreat College offers an Interdisciplinary Studies minor that requires a minimum of 18 semester hours from the following courses:

PH 220 History of Philosophy I (3)
PH 301 Ethics (3)
IS 202 Modern Secular-Christian Worldviews (3)
Choose 9 hours from the following courses:
EN 402 Literary Criticism (3)
HS 301 Church History (3)
HS 302 History of Political Philosophy (3)
HS 303 Social & Intellectual History of the United States (3)
HS 310 History of Science & Technology (3)

The Interdisciplinary Studies minor is designed to complement a student's major through thorough exposure to a broad range of disciplines, enhancement of critical thinking skills, and engagement of issues from a worldview perspective. It prepares students to discern truth, engage others respectfully, and serve as agents of renewal and reconciliation in the world.

Modern Languages

Montreat College offers a minor in Modern Languages that draws from French, Spanish, Hebrew, and Biblical Greek. The Modern Languages minor serves to enhance the multi-cultural experience of a Montreat College education while augmenting the student's academic experience. A minor in languages is beneficial in today's job market and in an ever-increasing global village where the boundaries of culture are more limited by one's linguistic knowledge than geographic constraints.

REQUIREMENTS FOR A MINOR IN MODERN LANGUAGES

Eighteen hours in foreign languages beyond the elementary level with a minimum of six hours at the 300-level or above.

To fulfill the required number of hours for the Modern Languages minor, in addition to course work at Montreat College, students may (1) apply credits from Montreat College's Spanish placement exams, (2) apply credits from Advanced Placement (AP) exams, and/or (3) apply credits from the College Level Examination Program (CLEP). Students may not minor in a language that is not offered at Montreat College since only the modern languages and Spanish minor have been approved by the faculty (the minor in modern languages is generally a combination of French and Spanish courses). Transfer credit from qualifying schools is accepted, subject to normal transfer credit limitations.

Music (MS)

Martin Luther said that "Music is a fair and glorious gift of God. . . I am strongly persuaded that, after theology, there is no art that can be placed on a level with music; for besides theology, music is the only art capable of affording peace and joy in the heart." Music has always been considered an important part of a classical education and has an important place in the Christian liberal arts education that students receive at Montreat College.

THE MUSIC DISCIPLINE

Montreat College offers all students opportunities for musical training and experience. Students are encouraged to develop and share their God-given abilities by participating in musical ensembles, attending recitals and concerts, and taking courses appropriate to their level of study.

The Bachelor of Music degree is designed for students who wish to prepare for professional careers in music performance or to pursue graduate studies in music. For students interested in integrating the study of music with their major in another discipline, Montreat College also offers a Music minor.

WHY STUDY MUSIC AT MONTREAT COLLEGE?

The curricula for all music programs at Montreat College are based upon a philosophy that balances professionalism and excellence in musicianship with the development of the whole person – mind, spirit, and body – through the General Education Core requirements. Underlying all we do is a commitment to the integration of faith and learning. Because music study inherently requires an intensive level of individualized instruction, the modeling of professional and Christian conduct and character by the Music faculty and their attentive care for their students distinguishes the Montreat College Music program.

Students pursuing the Bachelor of Music Degree may elect a major emphasis in piano, organ, or voice performance, with a minor emphasis in any other of these three, or guitar, woodwinds, percussion, or strings. The peculiar demands of music training are such that students preparing for a career in music performance must undertake a greater amount of specialization in their undergraduate program. The curriculum contains approximately two-thirds major-related and one-third liberal arts core.

ENTRANCE REQUIREMENTS

In addition to meeting the entrance requirements of the College, the prospective music performance major must pass a performance audition. No audition is required for Music Business majors or music minors.

REQUIREMENTS FOR A MAJOR IN MUSIC PERFORMANCE

A major in Music requires the following components:

- **Completion of the General Education Core (53 hours)**
  Six hours of foreign language study are required.
- **Completion of the General Education Competency Requirements**
- **Required Major Courses – Music Performance (37 hours)**
  MS 113-114, 213-214 Music Theory I, II, III, IV (4, 4, 4, 4)
  MS 301 Computer Applications in Music (3)
  MS 305-306 Survey of Musical Styles I, II (3, 3)
  MS 317 Form and Analysis (3)
  MS 319 Arranging (3)
  WA 306 Music in Worship (3)
  Choose up to 3 hours of general electives
- **Required Major Courses – Supporting Courses (16 hours)**
  MS 100 Seminar in Music Performance (4 – 0.5 hour repeated 8 times)
  Applied minor instrument courses (4 – 1 hour each)
  Choose at least eight hours from ensemble courses: (each repeatable 8 times)
  MS 151 College Choir (1)
  MS 153 Guitar Ensemble (1)
  MS 154 Instrumental Chamber Ensemble (1)
  MS 156 Accompanying (1)
  MS 251 Chamber Choir (1)
- **Required Major Courses – Piano Performance & Pedagogy Concentration (28 hours)**
  MS 141-142, 241-242, 341-342, 441-442
  Applied Piano (1,1,1,1,2,2,2,2)
  MS 313-314 Piano Literature I, II (2, 2)
  MS 323-324 Keyboard Pedagogy I, II (2, 2)
  MS 431 Piano Pedagogy Practicum (1,1) (repeated 2 times)
  Take Six hours of required electives from the following:
  ED 406 Psychology of Students and Families (3)
  PY 300 Child and Adolescent Development (3)
  BS 101 Introduction to Business (3)
  Any MS or WA 300- or 400- level classroom courses
- **Required Major Courses – Organ Performance Concentration (27 hours)**
  MS 145-146, 245-246, 345-346, 445-446
  Applied Organ (1,1,1,1,2,2,2,2)
  MS 311-312 Service Playing I, II (2, 2)
  MS 411-412 Advanced Organ Literature I, II (2, 2)
  MS 401 Choral Conducting (2)
  MS 405 Choral Methods (2)
  MS 417 Keyboard Pedagogy(3)
- **Required Major Courses – Voice Performance Concentration (27 hours)**
  MS 143-144, 243-244, 343-344, 443-444
  Applied Voice (1,1,1,1,2,2,2,2)

MS 315-316	Diction for Singers I, II (2, 2)
MS 415-416	Vocal Literature I, II (2, 2)
MS 401	Choral Conducting (2)
MS 405	Choral Methods (2)
MS 418	Voice Pedagogy (3)

- **Degree requirements for a music major total 133-134 semester hours.**
- **Performance majors must present a half-hour public recital in their junior year and a one-hour public recital in their senior year.**
- **All performance majors must pass the keyboard proficiency exam.**
- **All performance majors must pass the sophomore evaluation to continue in this major.**
- **See the Music Program Handbook for additional requirements.**

BACHELOR OF MUSIC IN PIANO PERFORMANCE & PEDAGOGY FOUR YEAR PLAN

Fall Semester	Spring Semester
Freshman Year	
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101English Composition I (3)	EN 102 English Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	MS 100 Performance Seminar (0.5)
MS 100 Performance Seminar (0.5)	MS 114 Music Theory II (4)
MS 113 Music Theory I (4)	MS 142 Applied Piano (1)
MS 141 Applied Piano (1)	Ensemble or Accompanying (1)
Ensemble or Accompanying (1)	Gen Ed Social Science Requirement (3)
PE Activity Course (1)	
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
MS 100 Performance Seminar (0.5)	MS 100 Performance Seminar (0.5)
Ensemble or Accompanying (1)	Ensemble or Accompanying (1)
MS 213 Music Theory III (4)	MS 214 Music Theory IV (4)
MS 241 Applied Piano (1)	MS 242 Applied Piano (1)
MS 305 Survey of Styles I (3)+	MS 306 Survey of Styles II (3)+
Gen Ed English Composition Requirement (3)	Gen Ed Mathematics Requirement (3)
Elementary Foreign Language 101 (3)	Elementary Foreign Language 102 (3)
Applied Minor Instrument (1)	Applied Minor Instrument (1)
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	
Junior Year	
MS 100 Performance Seminar (0.5)	MS 100 Performance Seminar (0.5)
Ensemble or Accompanying (1)	Ensemble or Accompanying (1)
MS 313 Piano Literature I (2)+	WA 306 Music in Worship (3)+
MS 317 Form & Analysis (3)+	MS 314 Piano Literature II (2)+
MS 341 Applied Piano (2)	MS 319 Arranging (3)+
Gen Ed Natural Science Requirement (4)	MS 342 Applied Piano (2)
Applied Minor Instrument (1)	Gen Ed Natural Science Requirement (4)
MS 323 Keyboard Pedagogy I (2)+	Applied Minor Instrument (1)
	MS 324 Keyboard Pedagogy II (2)+
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year	
Students must present a half-hour public recital in the Junior year	

Senior Year	
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
IS 461 Philosophy of Faith & Learning (2)	MS 100 Performance Seminar (0.5)
MS 100 Performance Seminar (0.5)	MS 156 Accompanying (1)
MS 156 Accompanying (1)	MS 442 Applied Piano (2)
**Required Elective	PE Activity Course (1)
MS 431 Pedagogy Practicum (1)	General Elective
MS 301 Computers/Music (3)+	**Required Elective
MS 441 Applied Piano (2)	MS 431 Pedagogy Practicum (1)

Students must present a one-hour public recital in the Senior year
All performance majors must pass the keyboard proficiency exam

* See General Education Core Requirements for optional offerings.
\+ Music courses with + are offered only in alternating years.
** Required Electives: Take 6 credits from the following: ED 406, PY 300, BS 101, any additional MS or WA 300- or 400- level classroom courses.

BACHELOR OF MUSIC IN VOICE | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101English Composition I (3)	EN 102 English Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	MS 100 Performance Seminar (0.5)
MS 100 Performance Seminar (0.5)	MS 114 Music Theory II (4)
MS 113 Music Theory I (4)	MS 144 Applied Voice (1)
MS 143 Applied Voice (1)	Ensemble course (1)
Ensemble course (1)	Gen Ed Social Science Requirement (3)
Physical Education Activity Course (1)	

Gen Ed Writing Competency should be completed by the end of the Freshman year

Sophomore Year	
MS 100 Performance Seminar (0.5)	MS 100 Performance Seminar (0.5)
Ensemble course (1)	Ensemble course (1)
MS 213 Music Theory III (4)	MS 214 Music Theory IV (4)
MS 243 Applied Voice (1)	MS 244 Applied Voice (1)
MS 305 Survey of Styles I (3)+	MS 306 Survey of Styles II (3)+
Gen Ed English Composition Requirement (3)	Gen Ed Mathematics Requirement (3)
Elementary Foreign Language 101 (3)	Elementary Foreign Language 102 (3)
Applied Minor Instrument (1)	Applied Minor Instrument (1)

Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year

Junior Year	
MS 100 Performance Seminar (0.5)	MS 100 Performance Seminar (0.5)
Ensemble course (1)	Ensemble course (1)
MS 301 Computers/Music (3)+	WA 306 Music in Worship (3)+
MS 315 Voice Diction I (2)+	MS 316 Voice Diction II (2)+
MS 317 Form & Analysis (3)+	MS 319 Arranging (3)+
MS 343 Applied Voice (2)	MS 344 Applied Voice (2)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Applied Minor Instrument (1)	Applied Minor Instrument (1)

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year
Students must present a half-hour public recital in the Junior year

Senior Year	
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
IS 461 Philosophy of Faith & Learning (2)	MS 100 Performance Seminar (0.5)
MS 100 Performance Seminar (0.5)	Ensemble course (1)
Ensemble course (1)	MS 405 Choral Methods (2)+

MS 401 Choral Conducting I (2)+	MS 416 Voice Literature II (2)+
MS 415 Voice Literature I (2)+	MS 444 Applied Voice (2)
MS 418 Voice Pedagogy (3)+	Physical Education Activity Course (1)
MS 443 Applied Voice (2)	Elective

Students must present a one-hour public recital in the Senior year
All performance majors must pass the keyboard proficiency exam

* See General Education Core Requirements for optional offerings.
\+ Music courses with + are offered only in alternating years.

BACHELOR OF MUSIC IN ORGAN | FOUR YEAR PLAN

Freshman Year

Fall Semester	Spring Semester
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	MS 100 Performance Seminar (0.5)
MS 100 Performance Seminar (0.5)	MS 114 Music Theory II (4)
MS 113 Music Theory I (4)	MS 146 Applied Organ (1)
MS 145 Applied Organ (1)	Ensemble course (1)
Ensemble course (1)	Gen Ed Social Science Requirement (3)
Physical Education Activity Course (1)	

Gen Ed Writing Competency should be completed by the end of the Freshman year

Sophomore Year

MS 100 Performance Seminar (0.5)	MS 100 Performance Seminar (0.5)
Ensemble course (1)	Ensemble course (1)
MS 213 Music Theory III (4)	MS 214 Music Theory IV (4)
MS 245 Applied Organ (1)	MS 246 Applied Organ (1)
MS 305 Survey of Styles I (3)+	MS 306 Survey of Styles II (3)+
Gen Ed English Composition Requirement (3)	Gen Ed Mathematics Requirement (3)
Elementary Foreign Language 101 (3)	Elementary Foreign Language 102 (3)
Applied Minor Instrument (1)	Applied Minor Instrument (1)

Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year

Junior Year

MS 100 Performance Seminar (0.5)	MS 100 Performance Seminar (0.5)
Ensemble course (1)	Ensemble course (1)
MS 301 Computers/Music (3)+	WA 306 Music in Worship (3)+
MS 311 Service Playing I (2)+	MS 312 Service Playing II (2)+
MS 317 Form & Analysis (3)+	MS 319 Arranging (3)+
MS 345 Applied Organ (2)	MS 346 Applied Organ (2)
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Applied Minor Instrument (1)	Applied Minor Instrument (1)

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year
Students must present a half-hour public recital in the Junior year

Senior Year

HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
IS 461 Philosophy of Faith & Learning (2)	MS 100 Performance Seminar (0.5)
MS 100 Performance Seminar (0.5)	Ensemble course (1)
Ensemble course (1)	MS 405 Choral Methods (2)+
MS 401 Choral Conducting I (2)+	MS 412 Advanced Organ Literature II (2)+
MS 411 Advanced Organ Literature I (2)+	MS 446 Applied Organ (2)
MS 417 Keyboard Pedagogy (3)+	Physical Education Activity Course (1)
MS 445 Applied Organ (2)	Elective

Students must present a one-hour public recital in the Senior year
All performance majors must pass the keyboard proficiency exam

* See General Education Core Requirements for optional offerings.
\+ Music courses with + are offered only in alternating years.

REQUIREMENTS FOR A MINOR IN MUSIC

The Music minor curriculum is designed to introduce non-music majors to the basics of music theory and history and to help them acquire a non-professional level of performance competence through four semesters of applied instruction in voice or an instrument and through participation in a musical ensemble.

- **Required Major Courses – Performance Component (4 hours)**
  Choose one sequence of courses from the following:
  - MS 141-142, 241-242 Applied Piano
  - MS 143-144, 243-244 Applied Voice
  - MS 145-146, 245-246 Applied Organ
  - MS 147-148, 247-248 Applied Guitar
  - MS 147-148, 247-248 Applied Woodwinds
  - MS 147-148, 247-248 Applied Strings
  - MS 147-148, 247-248 Applied Percussion

  Music Elective: (1)

Montreat College offers a minor in Music that requires a minimum of 19 semester hours, including:

- MS 113 Music Theory I (4)
- Applied voice or instrument: 4 or 5 1-hour courses (4-5)
- Music and Culture Group: Choose 6 hours from the following:
  - MS 101 Introduction to Music (3)
  - MS 305 Survey of Musical Styles I (3)
  - MS 306 Survey of Musical Styles II (3)
  - WA 306 Music in Worship (3)
- Ensemble: Choose 4-5 hours from the following:
  - MS 151 College Choir (4 – 1 hour course repeated 4 times)
  - MS 153 Guitar Ensemble
  - MS 154 Instrumental Chamber Ensemble
  - MS 156 Accompanying
  - MS 251 Chamber Choir

AFTER GRADUATION

Upon completion of the requirements for a Bachelor of Music degree, students will be prepared for a professional career in music as performers, conductors, teachers, or church musicians. They will also be prepared for graduate study in areas such as music performance, music librarianship, and music therapy.

Music Business (MB)

At first, the combination of Music and Business might seem like a contradiction of sorts. On further examination, it becomes evident that the success of any professional musical venture involves business. From commercial to classical, there are many facets to the music industry in addition to an individual artist or a performance.

THE MUSIC BUSINESS DISCIPLINE

Beyond the spotlight and center stage, the business of music is a broad field, offering an impressive diversity of career opportunities. A musical concert, for example, requires a promotion team, an agent, a manager and stage crew, supporting musicians, and a host of technicians before a single note is played. The music industry continues to expand and increase in complexity, and this has created the need for a new type of professional – one who understands not only music, but also the many aspects of business that are associated with its production.

WHY STUDY MUSIC BUSINESS AT MONTREAT COLLEGE?

Montreat College offers a unique degree that equips students to manage the legal, financial, artistic, and ethical issues that face the contemporary music business professional. The Bachelor of Arts in Music Business degree is an innovative interdisciplinary program. Montreat College's curriculum offers students an unequalled level of flexibility to craft a combination of courses that will match the student's personal interests. Students in the Music Business program are also provided with abundant opportunities for practical learning and career preparation through a practicum, music business seminars, and the preparation of a senior portfolio.

REQUIREMENTS FOR A MAJOR IN MUSIC BUSINESS

A major in Music Business requires the following components:

- **Completion of the General Education Core (54 hours)**

Music Business Majors must choose:
Social Science Elective: BS 203 Macroeconomics
Humanities and Arts: MS 113, MS 305 (Plus one more from Humanities)
Complete Bachelor of Arts or Sciences: (Hours: BA 6 BS 12)

Six hours of foreign language study are required.

OR Bachelor of Science: Twelve hours beyond the General Education Core in the sciences that may not be applied to the General Education Core or the major. Music Business majors seeking a Bachelor of Science must choose: BS 101 Intro to Business (3), BS 209 Management (3), BS 230 Marketing (3), BS 312 Business Law (3)

Required Major Courses–Business Component (Hours: BA 21 BS 9)BS 101 Introduction to Business (3) (Bachelor of Arts Only)

BS 201 Principles of Accounting I (3)
BS 202 Principles of Accounting II (3)
BS 209 Principles of Management (3) (Bachelor of Arts Only)
BS 230 Principles of Marketing (3) (Bachelor of Arts Only)
BS 309 Business Ethics (3)
BS 312 Business & the Legal Environment (3) (Bachelor of Arts Only)

- **Required Major Courses – Music Component (29 hours)**
  MS 100 Seminar in Music (2)
  MS 113 Music Theory I (4)
  MS 121 Survey of Music Business I (3)
  MS 122 Survey of Music Business II (3)
  MS 261-262 Music Business Seminar (2)
  MS 361-362 Music Business Seminar (2)
  MS 421 Advanced Music Business I (3)
  MS 422 Advanced Music Business II (3)
  MS 451 Practicum in Music Business (2)
  MS 461-462 Music Business Seminar (2)
  MS 485 Senior Studies in Music Business (3)
  Choose 4 hours of ensemble courses: (Repeatable up to 4 times)
    MS 151 College Choir (1)
    MS 153 Guitar Ensemble (1)
    MS 154 Instrumental Chamber Ensemble
    MS 156 Accompanying
    MS 251 Chamber Choir (1)
    MS 354 Contemporary Ensemble (1)
- **Required Major Courses – Performance Component (4 hours)**
  Choose one sequence of courses from the following:
    MS 141-142, 241-242 Applied Piano
    MS 143-144, 243-244 Applied Voice
    MS 145-146, 245-246 Applied Organ
    MS 147-148, 247-248 Applied Guitar
    MS 147-148, 247-248 Applied Woodwinds
    MS 147-148, 247-248 Applied Strings
    MS 147-148, 247-248 Applied Percussion
- **Required Elective Courses (12 hours)**
  Completion of each of the following elective groups:
  - **Computer Applications Group (3 hours)** - Choose one
    CS 102 Personal Productivity with Information Sys. (3)
    MS 301 Computer Applications in Music (3)
  - **Music History and Culture Group (6 hours)** – Choose two:
    MS 101 Introduction to Music (3)
    MS 305 Survey of Musical Styles I (3)
    MS 306 Survey of Musical Styles II (3)
    WA 306 Music in Worship (3)
  - **Practical Skill Group (6 hours)** – Choose two:
    AR 241 Drawing I (3)

AR 245 Visual Design (3)
AR 341 Drawing II (3)
AR 342 Painting (3)
AR 344 Sculpture (3)
AR/CM 349 Graphics and Photojournalism (3)
BS 214 Quantitative Methods (3)
CM 228 Media Studies (4)
CM 313 Public Relations (3)
CS 440 Internets & Intranets (3)
MS 106 Beginning Percussion & Rhythm Studies (2)
MS 323 Keyboard Pedagogy I (2)
MS 319 Arranging (3)
MS 418 Voice Pedagogy (3)
MS 321 Audio Recording Techniques (3)
MS 480 Special Topics: Advanced Audio Production (3)
TH 230 Acting (3)
TH 233 Theatre Ensemble (3)
TH 312 Stagecraft (3)
TH 317 Directing (3)
TH 330 Advanced Acting (3)
WA 301 Technology in the Church (3)

- **General electives to bring total to 126 semester hours.**
  It is strongly recommended that students consider taking additional courses from the elective groups listed above or additional semesters of applied music or foreign language to fulfill the elective hours.
- **Music Business majors must submit a portfolio prior to graduation.**
- **See the Music Program Handbook for additional requirements.**

BACHELOR OF SCIENCE IN MUSIC BUSINESS | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	HS 101 History of World Civilization I (3)
IS 102 Foundations of Faith & Learning (2)	EN 102 English Composition II (3)*
MS 100 Seminar in Music Performance (0.5)	MS 100 Seminar in Music Performance (0.5)
MS 121 Survey of Music Business I(3)	MS 122 Survey of Music Business II (3)
MS 141/3/5/7 Applied Music I (1)	MS 142/4/6/8 Applied Music II (1)
Ensemble course (1)	Ensemble course (1)
BS 101 Introduction to Business (3)	Physical Education Activity Course (1)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
BS 201 Accounting I (3)	BS 202 Accounting II (3)
BS 230 Principles of Marketing (3)	BS 209 Principles of Management (3)
MS 113 Music Theory I (4)	HS 102 History of World Civilization II (3)*
MS 100 Seminar in Music Performance (0.5)	MS 100 Seminar in Music Performance (0.5)
MS 261 Music Business Seminar (1)	MS 262 Music Business Seminar (1)
Ensemble course (1)	Ensemble course (1)
MS 241/3/5/7 Applied Music III (1)	MS 242/4/6/8 Applied Music IV (1)
BS 203 Macroeconomics (3)	Practical Skills Required Elective (3)
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	

Junior Year	
BS 309 Business Ethics (3)	BS 312 Business & Legal Environment (3)
MS 301 Computer Applications in Music (3)	Humanities Gen Ed Elective (3)
MS 361 Music Business Seminar (1)	MS 362 Music Business Seminar (1)
Physical Education Activity Course (1)	Gen Ed. Science Requirement (4)
Gen. Ed. Science Requirement (4)	MS 421 Advanced Music Business II (3)
MS 421 Advanced Music Business I (3)	MS 354 Contemporary Ensemble (1)

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year

Senior Year	
MS 305 Survey of Musical Styles I (3)	Immersion Semester
MS 461 Music Business Seminar (1)	MS 464 Music Business Seminar IV (1)
Practical Skills Elective (3)	MS 451 Practicum in Music Business (2)
Gen Ed Mathematics Requirement (3)	MS 305 Survey of Musical Styles II (3)
Gen Ed English Composition Requirement (3)	MS 485 Senior Studies in Music Business (3)
IS 461 Philosophy of Faith & Learning (2)	Elective (3)
	Elective (3)

Music Business portfolio must be submitted by the end of the Senior year

BACHELOR OF ARTS IN MUSIC BUSINESS | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	HS 101 History of World Civilization I (3)
IS 102 Foundations of Faith & Learning (2)	EN 102 English Composition II (3)*
MS 100 Seminar in Music Performance (0.5)	MS 100 Seminar in Music Performance (0.5)
MS 121 Survey of Music Business I(3)	MS 122 Survey of Music Business II (3)
MS 141/3/5/7 Applied Music I (1)	MS 142/4/6/8 Applied Music II (1)
Ensemble course (1)	Ensemble course (1)
BS 101 Introduction to Business (3)	Physical Education Activity Course (1)

Gen Ed Writing Competency should be completed by the end of the Freshman year

Sophomore Year	
BS 201 Accounting I (3)	BS 202 Accounting II (3)
BS 230 Principles of Marketing (3)	BS 209 Principles of Management (3)
MS 113 Music Theory I (4)	HS 102 History of World Civilization II (3)*
MS 100 Seminar in Music Performance (0.5)	MS 100 Seminar in Music Performance (0.5)
MS 261 Music Business Seminar (1)	MS 262 Music Business Seminar (1)
Ensemble course (1)	Ensemble course (1)
MS 241/3/5/7 Applied Music III (1)	MS 242/4/6/8 Applied Music IV (1)
Elementary Foreign Language 101 (3)	Elementary Foreign Language 102 (3)

Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year

Junior Year	
BS 309 Business Ethics (3)	BS 312 Business & Legal Environment (3)
MS 301 Computer Applications in Music (3)	WA 306 Music in Worship (3)
MS 361 Music Business Seminar (1)	MS 362 Music Business Seminar (1)
BS 203 Macroeconomics (3)	Gen Ed. Science Requirement (4)
Gen. Ed. Science Requirement (4)	Required Elective (3)
MS 421 Advanced Music Business I (3)	

Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the Junior year

Senior Year	
MS 305 Survey of Musical Styles I (3)	IS 461 Philosophy of Faith & Learning (2)
MS 451 Practicum in Music Business (2)	MS 464 Music Business Seminar IV (1)
MS 461 Music Business Seminar (1)	Required Elective (3)
MS 421 Advanced Music Business II (3)	Required Elective (3)

Gen Ed English Composition Requirement (3)	Elective (3)
Physical Education Activity Course (1)	Elective (3)
Required Elective (3)	
Gen Ed Mathematics Requirement (3)	
Music Business portfolio must be submitted by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

AFTER GRADUATION

The Bachelor of Arts in Music Business Degree equips students to pursue a wide variety of careers in the music industry and related fields. Examples of organizations that might employ Music Business graduates include audio equipment makers and installers, broadcasters, musical instrument makers, music publishers, music schools, performing arts organizations, recording companies and studios, retail music stores, and talent and advertising agencies. The Music Business degree also prepares students for graduate studies in Arts Administration or Music Librarianship.

Outdoor Education (OE)

The purpose of the Outdoor Education department is to develop Christ-centered Outdoor Educators who are equipped with historical and philosophical foundations, technical skills, and teaching/leadership expertise. The Outdoor Education Department offers two distinct majors, one in Outdoor Education and one in Outdoor Ministry. Three minors, Leadership, Outdoor Education and Outdoor Ministry, are available. The OE Department also offers a Master of Science in Environmental Education degree (see graduate programs).

THE OUTDOOR EDUCATION MAJOR (OE)

The Bachelor of Science with a major in Outdoor Education (OE) combines elements of adventure education and environmental education into one unique program of study. Offering a strong emphasis in outdoor skills, leadership training, and environmental studies, students learn to teach adventure activities, team building, and environmental awareness in the context of an outdoor setting and from a biblical worldview. The Outdoor Education curriculum is designed to give students the skills, knowledge, and training necessary to both facilitate personal growth and interpret the natural environment.

THE OUTDOOR MINISTRY MAJOR (OM)

The Bachelor of Science with a major in Outdoor Ministry (OM) combines courses in Outdoor Education and Outdoor Ministry with Christian Education courses. This unique program of study focuses on developing a strong, ministry mind-set in students and prepares them to utilize the outdoor environment for evangelism and discipleship. While all are welcome to pursue this major it is particularly suited to students who have had life-shaping experiences at summer camps, Young Life camps, church retreats, or other programs and want to provide similar experiences for others.

THE LEADERSHIP MINOR

The Leadership Minor is an Interdisciplinary Studies (IS) program that is supervised by the Outdoor Education Department. The minor is for students from all majors who are interested in a leadership development program that includes elective courses, as well as experiential and service learning opportunities. Students will be challenged to grow in personal faith, to discern truth prior to taking action, and to effectively lead others in the pursuit of accomplishing tasks and developing relationships. Students will be better prepared to live as Christ-following agents of renewal and reconciliation in their careers and communities. (21 hours)

WHY STUDY OUTDOOR EDUCATION OR OUTDOOR MINISTRY AT MONTREAT COLLEGE?

Theory and practice are integrated in the curriculum. Montreat College's OE & OM programs put the emphasis on developing students to become leaders who are competent in using outdoor environments for education and ministry. Through numerous course studies and field experiences, students are prepared to design, implement, and administer outdoor programs that are safe, challenging, and enjoyable. Supported by a liberal arts foundation, students will use their knowledge of the environment and ministry preparation to point others to Christ.

The campus is located among mountainous wilderness areas. Montreat College is adjacent to Pisgah National Forest, close to the Great Smoky Mountains National Park, and within two hours of numerous climbing spots, four major wilderness areas, and several rivers with whitewater rated up to Class V. Montreat College is also within a 14-mile hike or bike ride of Mt. Mitchell, the highest peak east of the Mississippi River.

The faculty bring a diversity of training and depth of experience. Professors are passionate about engaging their students and challenging them to be reflective, well-rounded educators. They prioritize the integration of faith and learning in classroom and the importance of field experiences. Professors bring experience from the National Outdoor Leadership School, Outward Bound, American Mountain Guides Association, the National Park Service, U.S. Forest Service, the North American Association for Environmental Education, Christian Adventure Association, Association for Experiential Education, Christian Camping International, Christian Camp and Conference Association, the American Canoe Association and the Wilderness Education Association and remain current through active memberships. Students can expect their Outdoor Education professors to be beside them, guiding them and challenging them to reach their full potential both inside and outside the classroom.

Career opportunities are abundant. Graduates in Outdoor Education and Outdoor Ministry from Montreat College go on to a variety of careers in outdoor, adventure, and environmental education programs; camps and conference centers; mission organizations; national and state parks; churches and church-related youth organizations; expedition programs such as the National Outdoor Leadership School, Wilderness Education Association, and Outward Bound; environmental organizations; nature centers; outdoor science programs; and environmental interpretation centers. Certification programs are available in several different areas. Many graduates report that whatever their career choice, the interpersonal skills, training to teach and lead, and discipleship experiences they gained through the OE and OM programs prepared them for all aspects of their lives.

Opportunities for "Real-World" Experience. The Outdoor Education Department outreach programs provide practical opportunities to equip students with technical skills and teaching/leadership experience. The department houses two primary outreach programs – the Team and Leadership Center (TLC) and Backcountry. The Team and Leadership Center exists to help groups develop leaders and build stronger community within their context through experience-based learning. The TLC is housed on the Black Mountain Campus and includes a high teams course, climbing wall and low initiatives course as well as mobile programs that are offered throughout the United States. Backcountry develops character and community through outdoor adventure-based programs. Backcountry focuses on providing opportunities to enhance student life and leadership development on campus as well as public programs for school and church groups, civic leaders and others. Both programs offer rich opportunities for students to engage in shadowing experienced leaders, fulfilling practicum or internship requirements and securing paid employment.

• **Certificate in Wilderness Leadership: Immersion Semester (Acceptance by special application only)** The Outdoor Education Department offers its own Immersion Semester focusing on Wilderness Leadership. Courses included in this certificate include OE 306, OE 341, ES 202, PE 260 and at least one course in Outdoor Programming and Leadership (OE 311, 312, 313, or 314) plus a Wilderness First Responder Certification. If enrolled, students will be away from campus for most of the semester, living in an intentional community and completing a minimum of 15 credits. The program may qualify students for competency completion through the Wilderness Education Association and the American Canoe Association. Students are required to pay regular tuition, room and board fees plus special course and certification fees.

REQUIREMENTS FOR A MAJOR IN OUTDOOR EDUCATION

A major in Outdoor Education requires the following components:

• **Completion of the General Education Core (53 hours)**

Students are encouraged to include BL 101, 102 (prerequisites for ES courses), IS 202, and PY 201 or PY 202 in the General Education Core requirements.

• **Completion of the General Education Competency Requirements**

• **Completion of Required Major Courses (47 hours)**

ES 201-202 Field Natural History I, II (2, 2)
ES 206 Ecology (4)
IS 310 Pre-Internship (1)
IS 302 Philosophy of Leadership (3)
OE 103 Survey of Outdoor Education I (3)
OE 104 Survey of Outdoor Education II (3)
OE 190 Outdoor Living Skills (4)
OE 180 Discovery Wilderness Expedition (4)
OE 306 Leadership & Group Dynamics (3)

OE 310 Principles of Environmental Interpretation (3)
OE 340 OE Teaching Methods & Curriculum Development (4)
OE 404 Administration & Management of OE (4)
OE 441 Internship in Outdoor Education (3)
OE 462 Current Issues in Outdoor Education (3)
OE 491 Senior Seminar (1)

Required Major Electives (13 hours)
Choose 9 hours from the following:

OE 182 Wilderness Journey Practicum (2)
OM 200 Introduction to Christian Camping & Outdoor Ministry (3)
OE 220 Survey of Environmental Education Curricula (3)
OE 221 High Adrenaline Adventure of Theory & Practice (2)
OE 225 Conference and Event Planning (1-3)
OM 300 Outdoor and Camp Programming (3)
OE 305 Environmental Policy & Law (3)
OE 311 Outdoor Programming/Leadership: Kayaking (4)
OE 312 Outdoor Programming/Leadership: Expedition Mgt (4)
OE 313 Outdoor Programming/Leadership: Rock Climbing (4)
OE 314 Outdoor Programming/Leadership: Canoeing (4)
OE 341 Outdoor Education Practicum (1-3)
OE 480 Special Topics (1-6)

Choose 4 hours from the following:

BL 205 Animal Diversity and Ecology (4)
BL 215 Plant Diversity and Ecology (4)
ES 301 Physical & Environmental Geography (4)
ES 305 American Ecosystems (4)
ES 315 Freshwater Ecosystems (4)
ES 460 Field Studies (1-4)

General electives to bring total to 126 semester hours
• OE 180 is required in your first year in the Outdoor Education major.
• All Outdoor Education majors are required to take the Outdoor Education comprehensive exit exam as a part of the senior seminar OE 491 class.
• 33 credits must be 300 level or above.
• ES 200 required if a student wants to complete an ES minor.

BACHELOR OF SCIENCE IN OUTDOOR EDUCATION | FOUR YEAR PLAN

Freshman Year

Fall Semester	Spring Semester
OE 103 Survey of Outdoor Education I (3)	OE 104 Survey of Outdoor Education II (3)
BL 101 Survey of Biological Principles I (4)	BL 102 Survey of Biological Principles II (3)
BB 101 Survey of Old Testament (3)*	EN 102 English Composition II (3)
EN 101 English Composition I (3)	BB 102 Survey of New Testament (3) *
PE Activity Course (1)*	ES 200 Introduction to Environ Studies (3)
IS 102 Foundations of Faith & Learning (2)	

All OE majors must complete OE 180 within their first year at Montreat College.

Sophomore Year	
ES 201 Field Natural History I (2)	ES 202 Field Natural History II (2)
ES 206 Ecology (4)	PY 201 or 202 General Psychology (3)
OE 340 Teaching Methods for OE (4)	HS 102 History of World Civilization II (3)*
HS 101 History of World Civilization I(3) *	Gen Ed Computer Skills Competency (3)*
OE 190 Outdoor Living Skills (4)	PE Activity Course (1)
Gen Ed Computer Skills Competency should be completed by the end of the sophomore year	
Junior Year	
IS 302 Philosophy of Leadership (3)	Immersion Semester option[2]
Gen Ed English Literature* (3)*	Major Elective (3)
OE 310 Principles of Environ Interpretation (3)	Major Elective (3)
Gen Ed Mathematics Requirement (3)*	Gen Ed Humanities Requirement (3)
IS 310 Pre-Internship (1)	OM 300 Outdoor and Camp Programming(4)
	OE 306 Leadership & Group Dynamics (3)
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the junior year	
Summer	
OE 441 Internship (3)	
Senior Year	
OE 404 Admin & Management of OE (4)	OE 462 Current Issues in OE (3)
IS 461 Philosophy of Faith & Learning (2)	OE 491 Senior Seminar (1)
Major Elective (3)	Gen Ed Humanities Requirement (3)*
Gen Ed Humanities Requirement (3)*	Elective (3)
Elective (3)	Elective (3)
Completion of Comprehensive Exit Exam	

*See General Education Core Requirements for optional offerings.
2 Immersion Semester/ Wilderness Leadership Certificate

REQUIREMENTS FOR A MINOR IN OUTDOOR EDUCATION

Montreat College offers a minor in Outdoor Education that requires a minimum of 20 semester hours including:

- **A minimum of six hours at the 300-400 levels.**
- **Hours required for the minor must come from the following:**

Environmental Studies (8 hours)
ES 206 Ecology (4)
Choose 4 hours from the following:
BL 205 Animal Diversity and Ecology(4)
BL 215 Plant Diversity and Ecology (4)
ES 201-202 Field Natural History I, II (2, 2)
ES 301 Physical & Environmental Geography (4)
ES 305 American Ecosystems (4)
ES 315 Freshwater Ecosystems (4)

Outdoor Education (12 hours)
OE 103 Survey of Outdoor Education I (3) **OR**
OE 104 Survey of Outdoor Education II (3)
Choose 9 hours from the following:
IS 302 Philosophy of Leadership (3)
One of these courses:
OE 180: Discovery Wilderness Expedition (4) **OR**
OE 182: Wilderness Journey Practicum (2-4)

OE 190 Outdoor Living Skills (4)
OM 200 Introduction to Christian Camping & Outdoor Ministry(3)
OE 220 Survey of Environmental Education Curricula (3)
OE 221 High Adrenaline Adventure in Theory & Practice (2)
OM 300 Outdoor and Camp Programming (3)
OE 305 Environmental Policy & Law (3)
OE 306 Leadership & Group Dynamics (3)
OE 310 Principles of Environmental Interpretation (3)
OE 311 Outdoor Programming/Leadership: Kayaking (4)
OE 312 Outdoor Programming/Leadership: Expedition Mgt (4)
OE 313 Outdoor Programming/Leadership: Rock Climb (4)
OE 314 Outdoor Programming/Leadership: Canoeing (4)
OE 340 Teaching Method/Curriculum Development in OE (4)
OE 341 Outdoor Education Practicum (1-3)
OE 404 Administration/Management of OE (4)
OE 441 Internship (3)
OE 460 Field Studies (1-6)
OE 462 Current Issues in Outdoor Education (3)
OE 480 Special Topics (1-6)

REQUIREMENTS FOR A MAJOR IN OUTDOOR MINISTRY (OM)

A major in Outdoor Ministry requires the following components:

- **Completion of the General Education Core (53 hours)**
  Students are encouraged to include BL 101, 102 (prerequisites for ES courses), PY 201 or 202 in the General Education Core requirements.
- **Completion of the General Education Competency Requirements**
- **Completion of Integrated Outdoor Education Major Core Courses (32 hours)**
  ES 201-202 Field Natural History I, II (2, 2)
  IS 310 Pre-Internship (1)
  IS 302 Philosophy of Leadership (3)
  OE 103 Survey of Outdoor Education I (3)
  OE 180 Discovery Wilderness Expedition (4)
  OE 190 Outdoor Living Skills (4)
  OE 220 Survey of Environmental Education Curricula (3)
  OE 306 Leadership & Group Dynamics (3)
  OE 310 Principles of Environmental Interpretation (3)
  OE 404 Administration & Management of OE (4)

- **Required Major Courses (24 hours)**
  OM 200 Introduction to Christian Camping & Outdoor Ministry (3)
  CE 303 Discipleship & Lifestyle Evangelism (3)
  CE 401 Spiritual Formation and Faith Development (3)
  CE 407 Contemporary Youth Culture (3)
  IS 202 Modern Secular-Christian Worldviews (3)
  OM 300 Outdoor & Camp Programming (3)
  OM 441 Internship in Outdoor Ministry (3)

PY 300 Child & Adolescent Development (3) **OR**
SC 414 Counseling Adolescents & Families (3)

General electives to bring total to 126 semester hours

- **OE 180 is required in your first year of the Outdoor Ministry major.**
- **33 credits must be 300 level or above.**

BACHELOR OF SCIENCE IN OUTDOOR MINISTRY | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
OE 103 Survey of Outdoor Education I (3)	PY 201 or 202 General Psychology (3)
BL 101 Survey of Biological Principles I (4)	BL 102 Survey of Biological Principles II (3)
BB 101 Survey of Old Testament (3)	EN 102 English Composition II (3)
EN 101 English Composition I (3)	BB 102 Survey of New Testament (3) *
PE Activity Course (1)*	Gen Ed Computer Skills Competency (3)*
IS 102 Foundations of Faith & Learning (2)	
All OM majors must complete OE 180 within their first year at Montreat College.	
Sophomore Year	
ES 201 Field Natural History I (2)	ES 202 Field Natural History II (2)
OM 200 Intro. To Christian Camping & OM (3)	IS 202 Modern Secular-Christian Worldview(3)
OE 220 Survey of Environmental. Curricula (3)	Gen Ed Mathematics Requirement (3)*
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
OE 190 Outdoor Living Skills (4)	Gen Ed English* (3)
Gen Ed Computer Skills Competency should be completed by the end of the sophomore year	
Junior Year	
IS 302 Philosophy of Leadership (3)	OM 300 Outdoor & Camp Programming (3)
CE 303 Discipleship & Evangelism (3)	Gen Ed Humanities Requirement (3)*
OE 310 Principles of Env. Interpretation (3)	PY 300 Child & Adolescent Development (3)
PE Activity Course (1)	OE 306 Leadership & Group Dynamics (3)
Elective (3)	Elective (3)
IS 310 Pre-Internship (1)	
Gen Ed Mathematical Computation, Oral Expression, and Reading Competencies should be completed by the end of the junior year	
Summer	
OM 441 Internship (3)	
Senior Year	
OE 404 Admin & Management of OE (4)	IS 461 Philosophy of Faith & Learning (2)
CE 407 Contemporary Youth Culture (3)	Elective (3)
Major Elective (3)	Gen Ed Humanities Requirement (3)*
Gen Ed Humanities Requirement (3)*	Elective (3)
Elective (3)	Elective (3)
	CE 401 Spiritual Formation & Faith Dev (3)

*See General Education Core Requirements for optional offerings.

REQUIREMENTS FOR A MINOR IN OUTDOOR MINISTRY

Montreat College offers a minor in Outdoor Ministry that requires a minimum of 21 semester hours including:

- A minimum of six hours at the 300-400 levels.
- Hours required for the minor are the following:
  ES 201 Field Natural History I (2) (Prerequisite: BL 101 & 102)
  One of these two options for 4 credits:
  OE 180 Discovery Wilderness Expedition (4) **OR**

OR
OE 182 Wilderness Journey Practicum (2-4)
OE 306 Leadership & Group Dynamics (3)
OM 200 Intro. to Christian Camping & Outdoor Ministry (3)
OM 300 Outdoor and Camp Programming (3)
CE 303 Discipleship & Lifestyle Evangelism (3)
CE 401 Spiritual Formation & Faith Development (3)

This minor will enhance most majors at Montreat College. With a strong emphasis in group process, discipleship and leadership, all students involved in the minor will grow as well as develop skills that can be used in working with adults and youth in group settings.

REQUIREMENTS FOR A MINOR IN LEADERSHIP

This minor will enhance most majors at Montreat College. This is a leadership development program that includes many elective courses, as well as experiential and service learning opportunities. (21 hours total)

15 hours of theoretical and practical leadership courses to include:
BS 309 Business Ethics (3) **OR**
PH 301 Ethics (3)
IS 202 Modern Secular-Christian Worldviews (3)
IS 302 Philosophy of Leadership (3)
IS 421 Leadership Practicum (3)
OE 306 Leadership & Group Dynamics (3)
Plus six hours from the following courses:
BB 211 Christian Doctrine (3)
BS 209 Principles of Management (3)
BS 303 Human Resources Management (3)
BS 307 Organizational Behavior (3)
BS 308 Servant Leadership (3)
CE 303 Discipleship & Lifestyle Evangelism (3)
CE 401 Spiritual Formation & Faith Development (3)
EN 271 Business Communication (3)
OE 180 Discovery Wilderness Expedition (4) **OR**

OE 182 Wilderness Journey Practicum (2-4)
PY 412 Theories & Principals of Counseling (3)

Philosophy & Worldviews (PH)

The Philosophy and Worldviews program of study prepares students to pursue graduate studies in a broad range of fields such as Philosophy, Ministerial Studies and many other graduate programs. Students from this major regularly find themselves studying Law or Medicine among other things.

THE PHILOSOPHY AND WORLDVIEWS DISCIPLINE

The Philosophy and Worldviews Major is housed within the Bible and Religion Department and offers either a Bachelor of Science or a Bachelor of Arts depending on the interests and direction of the student. This program is designed to prepare students to enter theological seminaries or graduate schools in multiple fields of study. This major requires a senior thesis and provides a balance of instruction in Biblical studies, philosophy, and worldview studies from the perspective of a Reformational worldview.

WHY STUDY PHILOSOPHY & WORLDVIEW AT MONTREAT COLLEGE?

Montreat College provides a unique mentoring environment that facilitates interaction between students and faculty both in and outside the classroom context. The department's commitment to exploring the relationship between faith and learning, and the relevance of the Christian faith for all disciplines of study, provides the student with a rich liberal arts experience and a solid foundation for graduate study or a wide range of occupations. The departmental faculty challenges students academically, assisting them in wrestling with the spiritual and practical implications of the subject matter. The full-time faculty is complemented by part-time and adjunct faculty who share the College's and department's mission, providing specific expertise to enhance the educational experience.

REQUIREMENTS FOR A MAJOR IN PHILOSOPHY & WORLDVIEWS.

A major in Bible and Religion requires the following components:

- **Completion of the General Education Core (53 hours)**
  - Bachelor of Arts: Successful completion of the intermediate level of an approved language (12 hours or equivalent)
  - Bachelor of Science: 12 semester hours chosen from the following courses: any AT course; any BL course; any BS course; any CH course; CS 102, 204; any ES course; MT 121 or above; any PC course. NOTE: These courses may not be applied to the general education core, the major, or the minor requirements.
- **Completion of the General Education Competency Requirements**
- **Required Major Courses (15 hours)**

  BB 211 Christian Doctrine (3)

BB 302 Romans (3)
Choose 9 additional hours from the following:
- BB 201 Old Testament Theology (3)
- BB 202 New Testament Theology (3)
- HS 302 History of Political Philosophy (3)
- BB 306 World Religions (3)
- CE 401 Spiritual Formation & Faith Development (3)
- IS 302 Philosophy of Leadership (3)
- PH 480 Special Topics in Philosophy (3)

- **Completion of the following Philosophy & Worldview courses:**
  - PH 210 Logic (3)
  - PH 220 History of Philosophy 1 (3)
  - PH 221 History of Philosophy 2 (3)
  - PH 301 Ethics (3)
  - PH 311 Epistemology and Metaphysics (3)
  - PH 321 Contemporary Theologies (3)
  - PH 403 Philosophy of Religion and Apologetics (3)
  - PH 491 Senior Thesis (3)
  - IS 202 Modern-Secular Worldviews (3)
- **General electives to bring total to 126 semester hours.**

- **All Philosophy & Worldview majors must take the Biblical, Religious, and Interdisciplinary Studies departmental exam prior to graduation.**

BACHELOR OF ARTS IN PHILOSOPHY & WORLDVIEWS
FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 Freshman Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	Gen Ed Mathematics Requirement (3)
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Sophomore Year	
BB 211 Christian Doctrine (3)	BB 302 Romans (3)
Gen Ed Social Science Requirement (3)	Gen Ed Humanities Requirement (3)
Gen Ed English Literature Requirement (3)	Elementary Foreign Language II (3)
Elementary Foreign Language I (3)	Gen Ed Oral Expression Competency (3)
Physical Education Activity Course (1)	Physical Activity Course (1)
Major Requirement (3)	Major Requirement (3)
Junior Year	
Gen Ed Humanities Requirement (3)	Gen Ed Humanities Requirement (3)
Intermediate Foreign Language I (3)	Intermediate Foreign Language II (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Computer Competency Requirement (3)

Senior Year	
IS 461 Philosophy of Faith & Learning (2)	PH 491 Senior Thesis (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Major Requirement (3)
Elective (3)	Elective (3)
Completion of the Bible, Religious, and Interdisciplinary Studies Departmental Exam by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

BACHELOR OF SCIENCE IN PHILOSOPHY & WORLDVIEWS FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 Freshman Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	Gen Ed Mathematics Requirement (3)
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
Gen Ed Natural Science Requirement (4)	Gen Ed Natural Science Requirement (4)
Sophomore Year	
BB 211 Christian Doctrine (3)	BB 302 Romans (3)
Social Science Requirement (3)	Gen Ed Humanities Requirement (3)
Gen Ed English Lit. Requirement (3)	Physical Activity Course (1)
Major Requirement (3)	Gen Ed Oral Expression Competency (3)
Physical Education Activity Course (1)	Bachelor of Science Requirement (3)
Junior Year	
Gen Ed Humanities Requirement (3)	Gen Ed Humanities Requirement (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Computer Competency Requirement (3)
Senior Year	
IS 461 Philosophy of Faith & Learning (2)	PH 491 Senior Thesis (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Major Requirement (3)
Major Requirement (3)	Elective (3)
Elective (3)	Elective (3)
Completion of the Bible, Religious, and Interdisciplinary Studies Departmental Exam by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

AFTER GRADUATION

Students who graduate with a degree in Philosophy & Worldviews are free to pursue a wide spectrum of career choices. Some students pursue the ministry by continuing their education in seminary and /or seeking ordination by their denomination. Others build on the knowledge and skills they acquired from the Philosophy & Worldviews major by entering careers in education, law, criminal justice, psychology, and counseling. Regardless of what goals are chosen, a Philosophy & Worldviews major prepares one for a career and a lifestyle guided by religious faith.

Physical Education (PE)

The Physical Education minor is designed to prepare individuals interested in teaching physical education or in coaching various sports. More than just a collection of activities, the concentration includes specialized theory courses that prepare a student to identify and assess the needs of individuals in the domain of fitness and wellness.

REQUIREMENTS FOR A MINOR IN PHYSICAL EDUCATION

Montreat College offers a minor in Physical Education that requires a minimum of 19 semester hours including:

HL 101	Health (3)
HL 102	Advanced First Aid (3)
PE 111	Introduction to Physical Education (3)
PE 201	Concepts of Fitness (2)
PE 302	Methods & Materials of Coaching (2)
PE 303	Physical Education Pre-Practicum (1)
PE 341	Field Education (3) **OR**
	OE class at 300 or above (3)

Choose two PE activity courses (2)

The study and application of Physical Education as a minor is used to provide an understanding of the physiological growth and development of the human body. It also develops skills and techniques for teaching physical education, and explores creative ways in which to implement a physical education curriculum. These combined skills provide an essential role in the pedagogical training of teachers and coaches.

Psychology and Human Services (PYHU)

The Psychology and Human Services program of study prepares students for the world of work and for graduate school. Upon graduation, students are equipped with the knowledge, skills, and experience they need for working in social agencies, churches, and other settings. In addition, students are prepared to enter graduate programs in areas such as psychology, counseling, and social work.

THE PSYCHOLOGY AND HUMAN SERVICES DISCIPLINE

The Psychology and Human Services major offers two areas of concentration: Psychology and Human Services. Students should select an area of concentration that reflects their specialized interest.

Students choosing the Psychology concentration will engage in a course of study that focuses on psychological theories and research about human behavior and psychological processes. The goals of psychology are to describe, explain, and predict these behaviors and processes.

Students choosing the Human Services concentration will engage in a course of study that integrates the disciplines of psychology, counseling, and social work. Emphasis will be placed on developing and implementing skills for helping individuals and families facing the challenges of our present society. These students will participate in two courses during their sophomore or junior years that provide them with hands-on experience.

Students choosing either concentration can earn either a Bachelor of Arts or Bachelor of Science degree. Both concentrations require the completion of an intensive off-campus internship during the summer after their junior year.

WHY STUDY PSYCHOLOGY AND HUMAN SERVICES AT MONTREAT COLLEGE

Professors in the Psychology & Human Services major at Montreat College are interested in more than the mastery of theoretical content alone. They are committed to helping students explore the relationship between faith and learning. Students participate in classroom discussions that help them evaluate secular theories from a Christian perspective. Department faculty members encourage students to develop greater self-awareness and help students develop the personal characteristics that are needed in order to succeed in Psychology and Human Services. A 180-hour summer internship at community agencies further reinforce textbook learning and provide networking opportunities for our students. Classes are small and are extremely interactive, ensuring a more personalized learning environment. Students are invited to voice their views in a safe environment that welcomes free inquiry and the exchange of diverse ideas. The major provides students

with a rich liberal arts experience and a solid foundation for graduate study or a wide range of occupations.

REQUIREMENTS FOR A MAJOR IN PSYCHOLOGY AND HUMAN SERVICES

A major in Psychology and Human Services requires the following components:

- **Completion of the General Education Core** (53 hours)
  *MT 114 is required of majors. (This course can count toward the General Education math requirement.)
  * One psychology or sociology course (200-level or above) can count towards the General Education social science requirement.
- **Bachelor of Arts**: Successful completion of the intermediate level of an approved language (12 hours or equivalent) **OR**
- **Bachelor of Science**: Twelve semester hours of the following courses: any AT course; any BL course; any ES course; and PC course; and CH course; BS 101, 209, 303, 307, 309 (6 hours BS maximum); CS 102, 204.
- **Completion of the General Education Competency Requirements**.
- All majors must take the **Major Field Test (MFT**) prior to graduation.
- **General electives to bring total to 126 semester hours.**
- **Completion of one of the concentration options.**
- **Required Major Courses (19)**
  PY 201 (3) Psychology Applied to Modern Life
  OR
  PY 202 (3) General Psychology

  PY/HU 300 (3) Child and Adolescent Development
  PY/HU 305 (3) Adult Development and Aging
  PY/HU 315 (3) Abnormal Psychology
  PY/HU 412 (3) Theories and Principles of Counseling
  PY/HU 490 (3) Senior Seminar
  IS 310 (1) Pre-Internship

Psychology Concentration (18 hours)

The following courses are required for the Psychology concentration:

PY 310 (3) Research Methods
PY 314 (3) Personality
PY 320 (3) Social Psychology
PY 420 (3) Physiological Psychology
PY 416 (3) Learning and Memory
PY 441 (3) Internship

Human Services Concentration (18 hours)

The following courses are required for the Human Services concentration:

SC 204 (3) Introduction to Sociology
SC 205 (3) Marriage and Family
SC 311 (3) Social Welfare and Social Services
SC 414 (3) Counseling Adolescents and Families
HU 101 (1) Introduction to Human Services
HU 241 (1) Field Experience
HU 241 (1) Field Experience
HU 441 (3) Internship

B.A./B.S. IN PSYCHOLOGY & HUMAN SERVICES | FOUR YEAR PLANS

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of New Testament (3)
EN 101 English Composition I (3)	EN 102 English Composition II (3)*
IS 102 Foundations of Faith & Learning (2)	Gen Ed Natural Science Requirement (4)
HS 101 History of World Civilization I (3)	HS 102 History of World Civilization II (3)*
Gen Ed Natural Science Requirement (4)	MT 114 Elementary Probability & Statistics (3)
Sophomore Year	
Gen Ed English Literature Requirement (3)	Gen Ed Humanities Requirement (3)
PY 202 (3) OR PY 201 (3)	
Foreign Language OR Bachelor of Science Requirement (3)	Major requirement (3)
Major requirement (3)	Foreign Language or Bachelor of Science Requirement (3)
P.E. Activity Course (1) Gen Ed Humanities Requirement (3)	Major requirement (3) HU 101 (1) For Human Services Concentration CS 102 (3)
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	
Junior Year	
Major requirement (3)	Concentration Requirement (3)
Major requirement (3)	Concentration Requirement (3) Concentration Requirement (3)
Gen Ed Humanities Requirement (3)	Foreign Language or Bachelor of Science Requirement (3)
HU 241 (1) For Human Services Concentration	IS 310 Pre-Internship (1)
Concentration Requirement (3)	HU 241 (1) For Human Services Concentration
Foreign Language or Bachelor of Science Requirement (3)	P. E. Activity Course (1)
Summer Term	
PY/HU 441 Internship (3)	
Senior Year	
PY/HU 490 Senior Seminar (3)	Concentration Requirement (3)
IS 461 Philosophy of Faith & Learning (2)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Completion of the Major Field Test by the end of the Senior year	

* See General Education Core Requirements for optional offerings.

REQUIREMENTS FOR A MINOR IN PSYCHOLOGY & HUMAN SERVICES

Montreat College offers a minor in Psychology & Human Services that requires a minimum of 18 semester hours including:

PY 202 General Psychology **OR**
PY 201 Psychology Applied to Modern Life (3 hours)
Any course from the required major courses (3 hrs.)
Plus any four courses from the Psychology and/or Human Services concentrations (12 hours)

AFTER GRADUATION

Graduates with degrees in Psychology and Human Services will find a large number of options available to them whether they want to begin working immediately or desire to attend graduate school. Psychology and Human Services graduates are prepared to pursue further study in a variety of graduate areas such as psychology, counseling, and social work.. It is not uncommon for Psychology and Human Services majors to pursue further studies in other fields such as education, seminary, business, and law. Those with undergraduate degrees in Psychology and Human Services are qualified for positions in the workforce that may include a case worker, a counselor aide, or a residential staff member. Graduates with degrees in Psychology and Human Services are qualified to work in a variety of areas, including mental health, children's homes, community health centers, group homes, non-profit public organizations, law enforcement agencies, victims programs, employee assistance programs, religious organizations, and social service agencies.

Spanish (SP)

Spanish has become the fourth most widely spoken language in the world and the second most frequently used language in the United States. Many American companies are looking for Spanish language personnel since the new international trade agreement was made with Latin America in 2005.

The Spanish minor prepares students to understand, speak, read, and write Spanish proficiently. The Spanish minor familiarizes students with the history, literature, culture, and civilization of the Spanish-speaking nations in order to share the Christian message in a global community.

REQUIREMENTS FOR A MINOR IN SPANISH

Montreat College offers a minor in Spanish that requires a minimum of 18 semester hours including:

SP 201	Intermediate Spanish I (3)
SP 201L	Intermediate Spanish I Lab
SP 202	Intermediate Spanish II (3)
SP 202L	Intermediate Spanish II Lab

Choose an additional 12 credits at the 300 level, alternating with Latin American and the Peninsular Literature.

The College has a computerized language lab equipped with internet access, as well as language tutorials, games, culture CD-ROMs and a word processing program. A lab assistant is available five times a week. Additionally, the L. Nelson Bell Library has a video/DVD viewing carrel for foreign language films and individual audio CD-players. The Spanish program provides weekly tutoring opportunities. Students may join the Spanish Table, held Tuesdays at dinner in the dining hall.

Montreat College provides students with several avenues for foreign study. Students may apply for the Council of Christian Colleges and Universities' Latin American Studies Program in San José, Costa Rica for a semester abroad. They may also join a May Term to the Dominican Republic.

This generation offers widening opportunities for students to join institutions that want to employ Spanish-speaking team members. Employment is available in education, the military, law, public health, journalism, radio, TV, missions, business, translation, civil service, and social service. Other students may decide to proceed with their graduate study in Spanish.

Theatre (TH)

The Theatre minor at Montreat College provides an exciting hands-on approach to developing the skills needed to perform and/or produce theatre. Courses are offered in acting, directing, playwriting, stagecraft, and more. Theatre courses can be taken as a minor or as electives. The courses are practical for anyone who will need to engage with an audience in a performing or teaching capacity. At least one student main stage production per year utilizes student actors and technicians. Each acting, playwriting, or directing course culminates in a showcase performance of final scenes for the College. A theatre ensemble involving a select student team performs ministry-related material for the community at area churches, schools, and prisons. There are opportunities for interested students to do work with local amateur and professional theatres in the area, enhancing the learning experience while building a professional resume.

REQUIREMENTS FOR A MINOR IN THEATRE

Montreat College's minor in Theatre requires a minimum of 18 semester hours including:

CM 220 Public Speech & Rhetorical Analysis (3)
TH 230 Acting I (3)
Choose 12 hours from the following:
- TH 232 Stagecraft (3)
- TH 233 Theatre Ensemble (3)
- TH 317 Directing (3)
- TH 330 Advanced Acting (3)
- TH 335 Playwriting (3)
- CM 341 Practicum (3)

A minor in Theatre is an excellent supplement for students planning careers in education, music, business, law, public relations, counseling, ministry, and other fields which demand the ability to work exceptionally well with other people.

Worship Arts (WA)

The Worship Arts major provides a means for students to develop the artistic skills and the theological foundation to become the worship leaders or fine arts facilitators of the next generation. Students will be given the opportunity to develop an understanding of the use of arts in worship and ministry through a series of core courses. Students will graduate with both a philosophical and a practical understanding of how to utilize the arts in worship or ministry.

THE WORSHIP ARTS DISCIPLINE

Many churches are seeking to be good stewards of the arts in ministry and need trained leadership. The Worship Arts major provides thorough training in the areas of music, theatre and visual arts, and lays an artistic foundation with a Christ-centered focus. This course of study prepares students for an understanding of and approach toward the broad-based needs of worshipping communities in religious and artistic expression.

WHY STUDY WORSHIP ARTS AT MONTREAT COLLEGE?

A graduate of the Worship Arts program will have received a unique grounding in philosophical and practical aspects of the arts in worship. Each course in the curriculum is taught from the Christ-centered focus that is a hallmark of Montreat College and will assist in preparing the student for any level of involvement in the arts ministries of their faith community. Small class sizes and personal attention from professors with high levels of academic and practical expertise provide the mentoring needed to prepare students for service in the arts.

REQUIREMENTS FOR A MAJOR IN WORSHIP ARTS

A major in Worship Arts requires the following components:

- **Completion of the General Education Core (55 hours)**
  - Students must take MS 113, MS 114, and BB 202 as humanities.
- **Completion of the General Education Competency Requirements**
- **Required Major Courses (71 hours)**

  Music Courses (40):

  MS 213 Music Theory III (4)
  MS 213L Music Theory III Lab (0)
  MS 214 Music Theory IV (4)
  MS 214L Music Theory IV Lab (0)
  MS 305 Survey of Musical Styles I (3)
  MS 306 Survey of Musical Styles II (3)
  MS 401 Choral Conducting I (2)
  MS 405 Choral Methods (2)
  MS 100 Seminar in Music Performance for major instrument: 8 semesters (4)
  Applied lessons in major instrument: 8 semesters (8)
  Applied lessons in secondary instrument: 2 semesters (2)

Ensemble (MS 151, 153, 154, 156, 251, WA 255 or other): 8 semesters (8)

Worship Arts Courses (16):

WA 101 Worship Arts Survey I (3)
WA 102 Worship Arts Survey II (3)
WA 302 Church Music Leadership (2)
MS 307 History of Congregational Song (3)
WA 461 Worship Arts Seminar I (1)
WA 462 Worship Arts Seminar II (1)
IS 210 Pre-Practicum (1)
WA 341 Worship Arts Practicum I (1)
WA 342 Worship Arts Practicum II (1)

Fine Arts Courses (Choose 6 hours from the following):

AR 245 Visual Design
AR 241 Drawing (3)
AR/CM 349 Graphics and Photojournalism (3)
AR 342 Painting (3)
TH 230 Acting (3)
TH 233 Theatre Ensemble (3)
TH 220 Voice & Movement (3)

- **Required Electives (Choose 6 hours from the following):**

MS 321 Audio Recording Techniques (3)
MS 417 Voice Pedagogy (3)
MS 323 Keyboard Pedagogy I (2)
MS 324 Keyboard Pedagogy II (2)
WA 301 Technology in the Church (3)
MS 206 Rhythm Studies (3)

- **Biblical Studies Courses (Choose 3 hours from the following):**

BB 305 Biblical Interpretation (3)
CE 401 Spiritual Formation and Faith Development (3)

- **All Worship Arts majors must pass the keyboard proficiency exam.**
- **All Worship Arts majors must pass the sophomore evaluation to continue in the major.**
- **See the Music Program Handbook for additional requirements.**

BACHELOR OF MUSIC IN WORSHIP ARTS | FOUR YEAR PLAN

Freshman Year	
Fall Semester	**Spring Semester**
BB 101 Survey of Old Testament (3)	BB 102 Survey of the New Testament (3)
EN 101 English Composition I (3)	EN 102 or EN 104 (3)
IS 102 Foundations of Faith & Learning (2)	HS 102 or 202 (3)
WA 101 Worship Arts Survey I (3)	WA 102 Worship Arts Survey II (3)
Applied lessons (major instrument) (1)	Applied lessons (major instrument) (1)
MS 113 Music Theory I (4)	MS 114 Music Theory II (4)
MS 100 Performance Seminar (0.5)	MS 100 Performance Seminar (0.5)
Ensemble (1)	Ensemble (1)
Gen Ed Writing Competency should be completed by the end of the Freshman year	
Sophomore Year	
MS 213 Music Theory III (4)	MS 214 Music Theory IV (4)
MS 305 Survey of Musical Styles I (3)	MS 306 Survey of Musical Styles II (3)
CS 102 Computer Comp (3) or Exam (0)	WA 302 Church Music Leadership (2)
Gen Ed Core BB 202 (3)	Fine Arts (Visual Art) Elective (3)
Applied lessons (major instrument) (1)	Applied lessons (major instrument) (1)
MS 100 Performance Seminar (0.5)	MS 100 Performance Seminar (0.5)
Ensemble (1)	Ensemble (1)
Gen Ed PE elective (1)	Gen Ed PE elective (1)
Applied Lessons (minor instrument) (1)	Applied Lessons (minor instrument) (1)
Gen Ed Computer Skills Competency should be completed by the end of the Sophomore year	
All Worship Arts majors must pass a sophomore evaluation	
Junior Year	
MS 307 History of Congregational Song (3)	Fine Arts (Theatre) Elective (3)
Gen Ed EN Literature (3)	Gen Ed Social Science elective (3)
Gen Ed Natural Science Elective (4)	Gen Ed Natural Science Elective (4)
MS 401 Choral Conducting (2)	MS 405 Choral Methods (2)
Applied lessons (major instrument) (1)	Applied lessons (major instrument) (1)
MS 100 Performance Seminar (0.5)	MS 100 Performance Seminar (0.5)
Ensemble (1)	Ensemble (1)
WA 461 Worship Arts Seminar I (1)	WA 462 Worship Arts Seminar II (1)
IS 210 Pre-Practicum (1)	
Gen Ed Oral Expression and Reading Competencies should be completed by the end of the Junior year	
All Worship Arts majors must pass their keyboard proficiency exam	
Senior Year	
Gen Ed Mathematics elective (3)	IS 461 Philosophy of Faith & Learning (2)
HS 101 or 201 (3)	Applied lessons (major instrument) (1)
Applied lessons (major instrument) (1)	MS 100 Performance Seminar (0.5)
Required MS Elective (3)	Ensemble (1)
MS 100 Performance Seminar (0.5)	WA 342 Worship Arts Practicum II (1)
Ensemble (1)	Required MS Elective (3)
WA 341 Worship Arts Practicum I (1)	
Required BB Course (3)	
Gen Ed Mathematical Computation competency must be completed	

AFTER GRADUATION

A major in Worship Arts can lead to graduate studies in music or worship arts. A graduate of the Worship Arts program may find employment as a music and/or arts director at a church, an independent artist and/or teacher, or with any organization associated with the arts.

Dual Major

Students may work toward a dual major. Through a comprehensive, concentrated, and diverse education, students with a dual major demonstrate breadth, depth, flexibility, and persistence to potential employers. To complete a dual major, a student must fulfill the general education core requirements and the designated requirements of both majors. When two majors have common course requirements, students may count the required courses towards both majors. Students with dual majors should expect to take overloads, summer classes, and/or attend an extra semester to fulfill the requirements for both majors.

Associate Degrees

The requirements for associate degrees offered in the School of Arts and Sciences are designed to provide breadth in general education and to allow for the amount of specialization necessary in preparation for a major field in the junior and senior years. The course programs represent those offered by major colleges and universities in freshman and sophomore years. To earn either of the associate degrees outlined on these pages, students must fulfill the following:

- Earn a minimum of 60 academic hours of credit.
- Successfully complete all courses listed as basic degree requirements.
- Present a grade of "C" or better on transfer hours accepted and a cumulative grade point average of 2.0 on all work attempted for a degree at Montreat College.
- Earn a minimum of 24 semester hours at Montreat College*.
- Complete an "Application for Graduation" form during the registration period for the semester immediately prior to the date the degree is to be granted.
- Successfully fulfill area knowledge competency requirements (mathematical computation, oral expression, reading, writing, and computer literacy).

Students are normally subject to the academic requirements stated in the Catalog that was current when they matriculated. A student who leaves the College and is later readmitted must meet the requirements current at the time of readmission. It is each student's responsibility to be sure all degree requirements are met.

*NOTE: Students who leave Montreat College with less than 64 hours or less than a 2.0 grade point average may enroll in another institution and transfer back a maximum of 12 semester hours toward a degree at Montreat College.

ASSOCIATE IN ARTS DEGREE

The Associate in Arts (A.A.) degree has the requirement of foreign language proficiency through the 200 level. All entering students who expect to enroll in a foreign language beyond the elementary level must take a proficiency examination. Students demonstrating proficiency through the 102 level may complete their language requirement by taking six hours of 200-level courses in that language or by satisfactorily completing 12 semester hours of a different language.

Students presenting two high school units of a foreign language but whose required proficiency examination score does not permit them to enter the 200 level may take the 101-102 level of that language for credit.

Students whose native language is not English and whose prior language of instruction was not English may substitute English for the foreign language requirement for the Bachelor of Arts degree. Twelve hours of approved English courses, in addition to the nine hours of general education core requirements, may be substituted. Students should consult with the English department to decide which courses would strengthen their communication and/or grammar skills. These courses will be approved toward meeting the language requirement.

- **Required courses**

  BB 101 Survey of Old Testament (3)
  BB 102 Survey of New Testament (3)
  EN 101-102 English Composition I, II (3, 3)
  HS 101-102 History of World Civilization I, II (3, 3)
  MT 101 Introduction to Mathematics (3) (or higher)
  Physical education activity courses (2)
  Completion of a foreign language through the intermediate Level (202)

- **Electives in required areas**

  Fine Arts (3)
  AR 101, 102, or MS 101
  Humanities (3)
  EN 200 level and above
  BB 200 level and above
  MS 101, 113, 114 and 200 level and above except applied courses
  PH 220 or IS 202
  Literature (3)
  EN 201, 202, 203, 204, or any 300-level
  Natural Science (8)
  Any AT, any BL, any CH, or any PC
  Social Science (6)
  HS above 100-level, economics, Any PY or SC
- General electives to bring total to 60 semester hours.

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science (A.S.) degree has no foreign language requirement so students pursuing this degree must take more courses in other areas. The Associate in Science degree consists of the following required and elective courses or their equivalents.

- **Required courses**
  BB 101 Survey of Old Testament (3)
  BB 102 Survey of New Testament (3)
  EN 101-102 English Composition I, II (3, 3)
  HS 101-102 History of World Civilization I, II (3, 3)
  MT 121 College Algebra (3)
  Plus one additional math course
  Three hours from CS 204 or 206 may be counted toward this requirement ***OR*** *MT 122 or above with a grade of at least "C"*
  Physical education activity courses (2)
- **Electives in required areas**
  Fine Arts (3)
    AR 101, 102, or MS 101
  Humanities (3)
    English 200 level or above
    BB 200 level or above
    Music 101, 113, 114 and 200 and above except applied courses
    PH 220 **OR** IS 202 **OR** a foreign language
  Literature (3)
    EN 201, 202, 203, 204, or any 300 level
  Natural Science (8)
    Any AT, BL, CH, or PC
  Social Science (6)
    HS above 100 level, any EC, any PY, or any SC.
- **General electives to bring total to 60 semester hours.**

Special Programs

CHRISTIAN ENVIRONMENTAL STUDIES CENTER (CESC)

The Christian Environmental Studies Center (CESC) seeks to provide an information exchange between scientists and the Christian community, launching collaborative efforts that integrate Christian environmental organizations. These collaborative efforts may involve conference activities, course/workshop development, information services, curriculum development, and communication between organizations within the communities. Montreat College, uniquely placed among numerous Christian conference centers, additionally strives to prompt the integration of these services with collaborative efforts of the Scientific Environmental Christian Community. Montreat College seeks to host and/or formulate these collaborative efforts within the Southeast and across the nation.

DISCOVERY WILDERNESS EXPEDITION

and Wilderness Journey Practicum

Montreat College offers unique wilderness experiences called Discovery, and Wilderness Journey Practicum which are open to any student. Course components may include backpacking, whitewater canoeing, rock climbing, route-finding, and a solo experience. Traveling in small groups, students experience the beauty and challenge of the wilderness while developing camping skills and learning backcountry navigation. Through this experience, students are encouraged to work together, develop an attitude of service, and gain an appreciation for the natural environment. Emphasis is placed on spiritual growth and Christian fellowship. These courses are offered at various times in August prior to the fall semester, during summer and winter breaks.

CERTIFICATE IN WILDERNESS LEADERSHIP: OUTDOOR EDUCATION IMMERSION SEMESTER

Montreat College offers a certificate program in Wilderness Leadership which consists of a minimum of 15 hours of course work. This unique program is open to any current Montreat student or transfer interested in completing the certificate. Students are accepted by special application only. The program is housed on the Black Mountain Campus and combines an intentional community setting with specific leadership training. Courses include Leadership and Group Dynamics, Winter Outdoor Education, Outdoor Education Practicum, Field Natural History, Expedition Management, and at least one course from the following: Outdoor Programming and Leadership in Whitewater Canoeing, Kayaking or Rock Climbing. In addition to this course work students will complete a Wilderness First Responder and qualify for many of the competencies for the Wilderness Education Association Outdoor Leader Certification. Students are required to pay regular tuition, room and board fees, special course and certification fees. The Immersion Semester is currently offered in the spring semester of even years (2012, 2014, etc.)

GLOBAL POSITIONING SYSTEMS

Montreat College offers a certificate program in Global Positioning Systems consisting of six courses: Principles of Geographic Information Systems and Global Positioning Systems (GIS/GPS), Data Acquisition Techniques, Geo-database Design and Management, Remote Sensing in the Environment, Spatial Analysis in GIS, and Special Project in Geo-Science. The program is offered during the summer session by the Natural Sciences Department.

McAIM

The Montreat College Association for International Mission (McAIM) is a voluntary association of Christians in the College and surrounding community dedicated to mutual encouragement and fellowship in the task of global evangelization and ministries of compassion. Weekly meetings are held to hear active and retired missionary speakers as well as students who have been involved in mission trips. An important objective of this association is to facilitate communication and personal relationships between college students and the many active or retired missionaries in our immediate area.

McCALL

Montreat College's Center for Adult Lifelong Learning (McCALL) is a community-directed effort to promote noncredit educational experiences on campus. Members of McCALL determine fees, curriculum, and course leaders. Course offerings occur during the College's academic semesters, and classes meet in available classrooms. In addition to educational opportunities, McCALL provides social activities for members, including teas, lecture series, and other cultural events. Lifelong learning, regardless of the format, is the central focus of the McCALL program.

TRAVEL SEMINARS

As an academic community, Montreat College seeks to provide students with a total educational experience that is international in scope and multicultural in perspective. In this regard, travels both at home and abroad, for credit and noncredit, are made available. Tours of a historical, biblical, and general interest nature are offered during semester breaks and the summer. These travel seminars are led by experienced faculty members and professional tour guides. Travel experiences are arranged in conjunction with the Office of Academic Affairs.

YOUNG LIFE

Over the past decade, an exciting relationship with Young Life has developed at Montreat College that allows students to be involved with Young Life at a number of levels. Young Life staff helps design and teach academic courses within the Biblical, Religious, and Interdisciplinary Studies department that deal specifically with Young Life's philosophy of ministry and preparation for leadership.

Off-Campus Study Opportunities

OPPORTUNITIES IN THE COUNCIL FOR CHRISTIAN COLLEGES AND UNIVERSITIES (CCCU)

Because Montreat College is a member of a council of more than 95 private liberal arts Christian colleges and universities, a number of off-campus learning opportunities exist through the programs offered by the CCCU. For further information, contact the Assistant Director of the Office of Records for Database Audits and Advising at Montreat College; the Council for Christian Colleges and Universities, 329 Eighth Street NE, Washington, D.C. 20002, Phone: 202-546-8713, Fax: 202-546-8913; or consult the CCCU website (*www.bestsemester.com*).

- Participation in the off-campus studies programs requires the permission of the Associate Dean of Academics.
- Students are encouraged to participate prior to their last semester, and the program is typically limited to juniors and seniors who show serious Christian commitment and a strong academic record.
- Continuing Montreat College degree seeking students should file a FAFSA to be eligible for federal and state awards and loans if applicable. However, no Montreat College funds will be awarded. Students will not be eligible for College work-study or any aid that ordinarily requires on-campus participation and effort.
- Students will pay the College, which in turn will be billed by the Council for Christian Colleges and Universities. The College is responsible for ensuring payment of fees, with the exception of the $100 application fee, which is paid directly to the Council by the student. The College will charge a $100 administrative fee in addition to the CCCU charges.
- All academic credit will be issued from Montreat College. Whether credit may be applied toward a major will be a decision made by the academic department of the major. Students will be considered enrolled at the College at an extension campus.
- Students will act at all times as representatives of Montreat College and will comply with the behavioral code of the program.

AMERICAN STUDIES PROGRAM (ASP)

Founded in 1976, the American Studies Program has served hundreds of students from Council member institutions as a "Washington, D.C., campus." ASP uses Washington as a stimulating educational laboratory where students gain hands-on experience with an internship in their chosen field and explore pressing national and international issues in public policy seminars which are issue-oriented, interdisciplinary, and led by ASP faculty and Washington professionals. Internships are tailored to fit talents and aspirations and are available in a wide range of fields. ASP bridges classroom and marketplace,

combining biblical reflection, policy analysis, and real-world experience via on-the-job learning that helps students build for their future and gain perspective on God's call for their lives. They are challenged in a rigorous course of study to discover for themselves the meaning of Christ's lordship in putting their beliefs into practice. The aim of the program is to help Council schools prepare their students to live faithfully in contemporary society as followers of Christ. Students earn 16 semester hours of credit.

AUSTRALIAN STUDIES PROGRAM (ASP)

Students attend Wesley Institute, a dynamic evangelical Christian community or people from a variety of vocations, locations, churches, languages and cultures. Enrolling in a course of study involves a commitment to personal development through study and fellowship with others who share a common goal: being equipped to undertake ministry opportunities in all aspects of life. All students enrolled in the Australian Studies Program take "Australian History, Culture, and Society" and choose three or four additional courses from a variety of other areas including Humanities, Drama, Dance, Design, and Theology. Students earn 15-18 semester hours of credit.

CHINA STUDIES PROGRAM (CSP)

The China Studies Program allows students to engage this large and intriguing country from the inside. While living and experiencing Chinese civilization firsthand, students participate in seminar courses on the historical, cultural, religious, geographical, and economic realities of this strategic and populous nation. In addition to the study of standard Chinese, opportunities will be given to assist Chinese students in learning English or working in an orphanage, allowing for one-on-one interaction. The program seeks to introduce students to the diversity of China, including Beijing, Shanghai, and Xi'an. This interdisciplinary, cross-cultural program of study enables Christian students to deal with this increasingly important part of the world in an informed, Christ-centered way. Students earn 16 semester hours of credit.

CONTEMPORARY MUSIC CENTER (CMC)

The Contemporary Music Center is based in Nashville, Tennessee, and offers students the opportunity to spend a semester studying, living, and working with faculty, music industry experts, and other students who share an interest in making and marketing contemporary music. The program is designed especially for students considering a career as a musician, songwriter, producer, engineer, artist manager, booking agent, A and R director, marketing executive, music publisher, concert promoter, or entertainment industry entrepreneur. In addition to core courses investigating the music industry and the intersection of faith and culture, students can choose between the artist track or the music executive track. Students who elect to take the artist track will use their time outside of the formal classroom setting to create a portfolio of original songs, make demo recordings, and develop a compelling live concert presentation. Executive track students will work with the artists in career direction and management; recording contract

negotiations; planning, budgeting, and producing artist demo sessions; and creating and executing a record marketing and sales plan. All students will participate in an intensive week long road trip to a major music market where they will meet with record companies, artist management firms, recording studios, producers, and artists. Students electing either track will earn 16 semester hours of credit.

LATIN AMERICAN STUDIES PROGRAM (LASP)

Students of Council member colleges have the opportunity to live and learn in Latin America through the Latin American Studies Program based in San Jose, Costa Rica. The program introduces students to as wide a range of Latin American experiences as possible through the study of the language, literature, culture, politics, history, economics, ecology, and religion of the region. Living with a Costa Rican family, students experience and become a part of the day-to-day lives of typical Latin Americans. Students also participate in a service opportunity and travel for three weeks to nearby Latin American countries. Students participate in one of four concentrations: Latin American Studies (offered both fall and spring semesters); Advanced Language and Literature (limited to Spanish majors and offered both fall and spring terms); International Business and Management (offered only in the fall semester); and Tropical Sciences (offered only in the spring semester). Students in all concentrations earn 16 semester hours of credit.

LOS ANGELES FILM STUDIES CENTER (LAFSC)

The Los Angeles Film Studies Center is designed to train students of Council member institutions to serve in various aspects of the film industry with both professional skill and Christian integrity. Students live, learn and work in the Los Angeles area near major studios. The curriculum consists of two required seminars focusing on the role of film in culture and the relationship of faith to work in this very important industry. In addition, students choose two elective courses from a variety of offerings in film studies. Internships in various segments of the film industry provide students with hands-on experience. The combination of the internship and seminars allow students to explore the film industry within a Christian context and from a liberal arts perspective. Students earn 16 semester hours of credit.

MIDDLE EAST STUDIES PROGRAM (MESP)

The Middle East Studies Program, based in Cairo, Egypt, allows Council students to explore and interact with the complex and strategic world of the modern Middle East. The interdisciplinary seminars give students the opportunity to explore the diverse religious, social, cultural and political traditions of Middle Eastern people. In addition to seminars, students study the Arabic language and work as volunteers with various organizations in Cairo. Through travel to Israel, Palestine, Jordan, Syria and Turkey, students are exposed to the diversity and dynamism of the region. The MESP encourages and equips students to relate to the Muslim world in an informed,

constructive, and Christ-centered manner at a time of tension and change. Students earn 16 semester hours of credit.

OXFORD SUMMER PROGRAMME (OSP)

The summer equivalent of the Oxford Honours Programme allows students to spend a summer term studying at the Centre for Medieval and Renaissance Studies (CMRS) of Keble College at Oxford University. The program includes multi-disciplinary study of the Renaissance and Reformation through examination of philosophy, art, literature, science, music, politics, and religion of early modern Europe in a choice of lectures, seminars, and field trips. Students earn six to nine semester hours of credit, which are administered directly to member institutions by CMRS.

THE SCHOLARS' SEMESTER AT WYCLIFFE HALL, OXFORD UNIVERSITY

The Scholars' Semester takes students to Oxford, England, the academic home of such notables as John Wycliffe, Erasmus, John Donne, John and Charles Wesley, C. S. Lewis, and J. R. R. Tolkien. The program centers on a CCCU-organized lecture series examining "Christianity and the Development of Western Culture." Students join together in small seminars to discuss and debate critical and timely issues. In addition, they enroll in tutorials—the unique learning system of Oxford University, with sessions led by Oxford scholars. The Scholar's Semester is a unique opportunity for students interested in theology and biblical studies to devote themselves to scholarship and learning. Participants have full admission rights to the renowned Bodleian Library as well as all faculty libraries of the university, allowing them access to over six million volumes collected over the centuries. They gain access to all university lectures conducted by leading scholars from around the world. The CCCU's partnership with Wycliffe Hall, Oxford provides special benefits to students. Wycliffe Hall is one of the nearly forty colleges and permanent private halls that comprise the University of Oxford. Participants are granted visiting student status and are fully matriculated members of Oxford University. As members of the university, students are able to join a collegiate athletic team; be a part of drama, music, or fencing clubs; participate in the Junior Common Room; attend university lectures; and take in debates at the world-famous Oxford Union. Students live in an environment emphasizing integrity and community. Pastoral care and student development are overseen by experienced CCCU staff. Students in this program can earn up to 16 semester hours of credit. This program is for upper class students with a grade point average of 3.5 or higher.

UGANDA STUDIES PROGRAM (USP)

The Uganda Studies Program offers an invaluable opportunity for studies in and about East Africa, for authentic cross-cultural exposure, and for participation in the lively faith and worship of Christianity in the global south. Students live and study with the UCU Honours College, generally earning 16 semester hours of credit. Core courses focus on religion, culture, literature

and the history of Africa. Electives give students the opportunity to explore areas of interest, studying with and learning from Ugandans.

WASHINGTON JOURNALISM CENTER (WJC)

The Washington Journalism Center (WJC) is a semester-long study program in Washington, DC created for students interested in the field of journalism. While in Washington students take classes focusing on their personal writing skills and on the history and future of the media, earning 16 credits. These classes – *Foundations for Media Involvement; Reporting in Washington;* and *Washington, News and Public Discourse* – combined with an internship at a top news publication help students learn to integrate their faith in a journalism career. Students also participate in service learning opportunities as well as live with families in home stays as part of the WJC experience.

Other Off-Campus Study Opportunities

Montreat students have the opportunity to participate in the following approved study abroad or off-campus study programs sponsored by other institutions. See the guidelines for all off-campus study programs on pg. 160.

EDUVENTURE

EduVenture is a cross-cultural educational program that challenges Christian college students to grow in active faith through discipleship, academics, adventure, and community. EduVenture employs an educational philosophy that emphasizes guided experiential learning, yet combines both traditional and non-traditional approaches. Five core courses (15 credit hours) may be taken at either one of two sites, one in Fiji and one in Indonesia: Spiritual Formation, PE /Outdoor Education, Community Development, Cross-Cultural Communications, and Applied Missions. An additional 3 credit hours may be earned through an optional independent or guided study in Cultural Anthropology, with a concentration on Ethnography. For more information, visit www.eduventure.net.

FOCUS ON THE FAMILY INSTITUTE

The Institute provides 15 hours of academic credit during the fall/spring terms (8 in the summer). Students must have completed 45 semester hours prior to attending. The core of the FFI curriculum is aimed at developing a strong, Christian worldview. Students are empowered to respond to critical social and political issues and address them with compassion. Each course tackles some of life's most fundamental issues: Christian worldview, marriage, family life, and church and government. A practicum experience is also provided. In addition to academics, mentoring, small groups, and outdoor adventure activities are part of the learning environment. (www.focusinstitute.org)

HANNAM UNIVERSITY PROGRAMS

Through a partnership with Hannam University in South Korea, Montreat College students may earn credits at the university for discounted and sometimes free tuition. During the summer semester, students may earn 3 humanities or elective credits in the three-week Korea Studies Summer Program while learning about Korean culture (music, art, film, cuisine, fashion, architecture, religion), history, language, martial arts, and technology and seeing the sights of South Korea. During the academic year, Montreat students may study at Hannam for one semester or a full year and earn academic credit for a wide variety of courses. For more information, contact the Associate Academic Dean or email the Center for International Relations at Hannam University at cir@hannam.ac.kr.

LEADERSHIP AND DISCIPLESHIP IN THE WILDERNESS (LDW)

LDW is a wilderness leadership course offered by the Outdoor Leadership Team of the Coalition for Christian Outreach for learners who desire to grow in the areas of leadership development and discipleship to college students using wilderness as the context for ministry. The program uses the Leave No Trace outdoor ethics curriculum and the Wilderness Education Association (WEA) curriculum, which is designed to develop hard skills, judgment and decision-making and situational leadership principles. LDW is a unique leadership development experience rooted in six areas of discovery for the participants: spiritual disciplines, community, leadership, knowing, servant hood/Christ-likeness and outdoor living skills.

SUMMIT ADVENTURE: IMMERSION SERVICE AND ADVENTURE SEMESTER (ISAS)

Summit Adventure and Montreat College partner in this challenging 17-credit immersion program. You will spend two-three weeks backpacking through California's High Sierra with students from several Christian colleges and universities. For six-seven weeks your group is at Summit Adventure's Basecamp where you delve deeply into each ISAS subject area. Service and adventure-based learning highlight the approaches used to help you become more effective partners with God in His Kingdom work. Five-six weeks in Ecuador allow you to put into practice internationally all you have learned stateside. There is nothing like travel, experiential learning, language study and home-stays, high-altitude mountaineering, and international service to radically challenge your views of God, self, and others. You'll come back to Summit Adventure for a final week of reflection that will help you transfer your learning from ISAS back to home. ISAS Courses:

- IS302 Philosophy of Leadership – 3 credits
- OE306 Leadership and Group Dynamics – 3 credits
- CC301 Cross-Cultural Ministry – 3 credits

- CE401 Spiritual Formation and Faith Development- 4 credits
- OE 190 Outdoor Living Skills - 4 credits

For more information, visit www.summitadventure.com or contact the Associate Academic Dean or the Outdoor Education Department.

STUDY PROGRAM IN CONTEMPORARY EUROPE (SPICE)

Through the College's partnership with Dordt College, students have the opportunity to earn 16 credits in a spring semester for study in one of three tracks: International Business, Dutch Area Studies, or Dutch Language Studies. Students live with families in Zwolle, Netherlands, and have many opportunities to interact with Dutch and Romanian students and explore how their faith affects their relationships with persons from other countries. For more information contact the Associate Academic Dean or visit www.dordt.edu/spice.

STUDIES PROGRAM IN NICARAGUA (SPIN)

SPIN is a fall semester academic and cultural opportunity offered through the College's partnership with Dordt College. Students will live with host families in Leon and have opportunities to interact with other Nicaraguans as they earn 16 credits studying the Spanish language, Nicaraguan/Central American worldviews, culture, history, and contemporary society, and engage in service learning. Electives include options for specialized study in Spanish language, Nicaraguan Studies, or Agriculture in the Developing World. For more information contact the Associate Academic Dean or visit www.dordt.edu/spin.

IRISH-AMERICAN SCHOLAR PROGRAM

Through Montreat College's participation in the Association of Presbyterian Colleges and Universities Business Education Initiative, the College may send up to three students per year to study for one semester or a full year in Northern Ireland. Programs of study include business, computing, performing arts, communication, and teacher education. Application deadline: February 1 for the following year. For more information, contact the Associate Academic Dean.

NORTHERN IRELAND PROGRAM

This 15-week residential program in Northern Ireland enables students to experience a faith-based approach to exploring the complexities of the troubles in Northern Ireland so that they may understand peace and conflict resolution in their own and other societies. Through a partnership with Bluffton College, students take courses for credit at Magee College of the University of Ulster in Londonderry studying issues of peace and conflict, Irish literature and history, politics and government, and international conflict resolution. Students are housed with local families and have opportunities to meet local

community leaders, church groups, constitutional political parties, and community youth workers. A number of field trips as well as some weekend retreats enable students to further experience Northern Ireland outside of the classroom, and five-week internships arranged with local organizations (such as Oakgrove Integrated Primary School, the Foyle Women's Center for victims of domestic abuse, and the Holywell Trust) give students further opportunity to learn and serve. The semester abroad is conducted during the fall; students need apply before October 30 of the previous fall in order to be eligible. Students may earn up to 17 semester hours of credit. Website: www.bluffton.edu/xcultural/nireland.

Academic Support Services

ACADEMIC ASSISTANCE FOR STUDENTS WITH SPECIAL LEARNING NEEDS

Students with special learning needs are urged to contact the Director of Student Success as soon as they arrive on campus. The Director of Student Success can assist these students in identifying any needed accommodations, in acquiring a tutor, or in gaining smooth access to other support services. Under the Americans with Disabilities Act (ADA), the student must take the initiative to request any special accommodations and must do so in writing. The Director of Student Success is available to talk with students and parents about reasonable accommodations as well as resources available at the College for students with special learning needs. The Director remains a resource for these students throughout their time at Montreat College.

TUTORING

The tutoring program is organized to assist students of all scholastic levels in reaching their academic goals and is coordinated by the Director of Student Success. The services offered by the program include assistance in locating a private tutor, if needed; accountability conferences to assist students in planning for academic improvement; and study skills counseling and resources which include note-taking, time management, and test-taking strategies.

WRITING CENTER

Students are encouraged to take advantage of the resources provided by the Writing Center, located on the second floor of Bell Library and also available on the Web (*www.montreat.edu/writing*). Student writing consultants are trained to assist students in developing strategies for specific college papers and in shaping strong written arguments. They also aid students in mastering grammar and punctuation, understanding research techniques, and in tackling related writing tasks. Writing consultants are available throughout the academic year; electronic and phone consultations are also available (see the website for more information).

L. NELSON BELL LIBRARY

The Library is an integral part of the College's academic program. The staff, collection, and services support the educational program and information needs of the faculty and students, both on and off campus.

Services include interlibrary loan, online searching of databases, and library instruction. Staff members provide orientation to the Library for students and work closely with the faculty to offer instruction to individual classes.

Librarians are available to assist students in locating information on the Web and in the use of electronic reference sources.

The Library's collection offers access to information in all formats. Resources include books, e-books, print and electronic journals, online databases, CDs, videos, DVDs, and other audiovisual media. The audiovisual department provides materials and equipment to support the instructional program. Online services include NC Live, the Appalachian College Association central library, and other databases that support the educational program. Through the Mountain College Library Network (MCLN) online catalog, faculty, and students have access to 500,000 volumes from academic libraries in Western North Carolina.

The building is equipped with study and research areas for individual and group work. Available within the facility are computers with internet connectivity, an audiovisual viewing room for use of non-print media, small study rooms, and individual study carrels.

Special collections include the memorabilia of Dr. L. Nelson Bell, the Crosby Adams Music Collection, Montreat College historical materials, and Terry Estate papers. An education curriculum lab is maintained at the Black Mountain campus.

Through their internet accounts, faculty and students can access online databases that cover multiple disciplines. This service provides on-site and remote access to an extensive range of journals with many in full-text. Students can connect to these databases both on and off campus.

Additionally, the main campus library makes all of its services available to faculty and students in the School of Professional and Adult Studies, serving as the hub for library services for the Charlotte and Asheville campuses. The online catalog and associated database can be accessed from the Charlotte and Asheville site. The catalog contains Montreat College library holdings as well as those of five other academic libraries. Requests for library services may be transmitted to the main campus library by toll-free telephone line, fax, or email. The librarians conduct online searches, provide interlibrary loan and reference services, and fax journal articles directly to students. The Reference Librarian provides computer-based information services directly to SPAS students at their campuses as well as continuous e-mail reference and assistance.

ACADEMIC COMPUTING SUPPORT SERVICES

Montreat College is served by a Microsoft Windows network that utilizes a fiber optic backbone, linking most campus buildings, and a wide area network linking the Montreat, Black Mountain, Asheville, and Charlotte campuses. High-speed hardwire connections, which provide access to the campus network and to the internet, are available to all residential students for a small

setup fee. Wireless internet access is also available in each dorm lobby. All students receive a free email address.

Computer labs consisting of desktop computers with connections to the Internet are available in the Belk Center Computer Lab, the Belk 24 hour Lounge, and the Bell Library Community Training Facility. Internet access is also available in the library facilities at the Asheville and Charlotte campuses. Various academic departments have other facilities available including Macintosh computers and department-specific software.

The College hosts a World Wide Web home page at www.montreat.edu. Visitors can access information about the College and campus life. They can look at faculty home pages and request information about courses. Students can access assignments, schedules, and other course information online. Alumni can visit the page and see what is happening at Montreat College, as well as keep in touch with other alumni. Prospective students can request more information, including an application by email from admissions@montreat.edu.

Further information on computing facilities is available by contacting the technology department: (828) 669-8012 x3654 or tmcmurtry@montreat.edu.

Course Descriptions
SCHOOL OF ARTS AND SCIENCES

Undergraduate

COURSE NUMBERING SYSTEM AND ABBREVIATIONS

The first digit of the course number generally indicates the level of the course, i.e. 100 = freshman, 200 = sophomore, 300 = junior, 400 = senior. The number in parentheses after the course title provides the credit in semester hours.

Courses numbered 100 and 200 are open to all students; 300-level courses are normally open to sophomores, juniors, and seniors; 400-level courses are open to juniors and seniors.

The following list of abbreviations is used for academic departments:

AR Art
AS American Studies
AT Astronomy
BB Bible and Religion
BL Biology
BS Business Administration
CC Cross-Cultural Studies and Missions
CE Christian Education
CH Chemistry
CM Communication
CS Computer Information Systems
ED Education
EN English
ES Environmental Studies
FR French
GG Geography
GR Greek
HB Hebrew
HL Health
HS History
HU Human Services
IS Interdisciplinary Studies
MS Music
MT Mathematics
NR Nursing
OE Outdoor Education
OM Outdoor Ministry
PC Physics
PE Physical Education
PH Philosophy

PR Preaching
PY Psychology
SC Sociology
SM Sport Management
SP Spanish
TH Theatre
WA Worship Arts

Courses designated by hyphenated numbers (101-102) or by numbers separated by commas (101, 102) continue throughout the year. Use of the hyphen indicates that the course must be taken in the listed sequence.
Not every course listed in the Catalog will be offered each year. The College publishes a listing of courses to be offered each semester.

AMERICAN STUDIES (AS)

AS 401 American Studies (3)
This seminar is designed to help students to see America through the eyes of the global community, providing insights into and an analysis of the way America is viewed throughout the world.

ART (AR)

AR 101 Survey of Art I (3)
A survey of painting, sculpture, architecture, and the minor arts of Western and non-Western cultures from ancient times to the thirteenth century.
AR 102 Survey of Art II (3)
A survey of painting, sculpture, architecture, and the minor arts of Western and non-Western cultures from the thirteenth century to the present.
AR 241 Drawing I (3)
A studio course emphasizing the fundamentals of drawing and composition through a variety of tools, materials, and techniques.
AR 245 Visual Design (3)
A foundation course presenting the elements and organizational principles of visual design applied to pictorial composition and graphic arts.
AR 341 Drawing II (3)
An advanced studio drawing course emphasizing understanding and illustration of the human form.
AR 342 Painting (3)
A studio course for observing and interpreting the natural world and/or still-life to create works of art through painting, both on location and within the studio.
AR 344 Sculpture (3)
A studio course developing three-dimensional forms through earthenware clay sculpture techniques.
AR 349 Graphics & Photojournalism (3)
This course explores the theoretical and practical aspects of choosing, creating, & composing photographic images for graphic arts and journalism. Students will explore an historical overview of photography to critically evaluate the visual rhetoric of images in popular culture and journalism. Students will create effective images for a series of graphic arts and journalism projects. Cross listed with CM 349

AR 404 Exhibition (3)
An independent studio course, supervised by the art department, through which the student must prepare and document a final exhibition of personal artwork/research. *Pre-requisites: Art 101 or 102, 241, 244, 245, 246, or permission of professor.*

AR 461 Seminar in Studio Art (3)
An advanced visual art studio course of study, varied by medium, objective, and faculty, to present unique techniques and aesthetic philosophies. May be repeated once as content varies. Up to three hours can be applied to an Art minor studio course (drawing, photography, sculpture), and up to six hours toward overall graduation requirements. *Pre-requisites: AR 101 or 102, 241, 246, 342, 344, or permission of professor.*

AR 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

ASTRONOMY (AT)

AT 101 The Solar System (4)
This course will explore the historical foundations of astronomy, the laws of Newton and Kepler, the planets and their moons, and the smaller objects in the solar system. Three hours of lecture and two hours of lab per week.

AT 102 Stars and Galaxies (4)
This course will explore the means by which we learn about stars and galaxies. Stellar and galactic life cycles and the origin and structure of the universe will be considered. Three hours of lecture and two hours of lab per week.

BIBLE AND RELIGION (BB)

BB 101 Survey of the Old Testament (3)
A study of Hebrew history, faith and literature. Emphasis is given to the origins described in Genesis, the religious significance of the Exodus, the Mosaic Covenant and the major teachings of the prophets. Examination is made of the relationship of God and man and the unfolding plan of redemption. Required of all full-time students in the first semester.

BB 102 Survey of the New Testament (3)
A study of the content, history, and teachings of the New Testament. Included in the course are introductory material on the theology of the New Testament and the origins of the Christian Church. Bible and Religion 102 is required of all full-time students in the second semester.

BB 201 Old Testament Theology (3)
An in-depth study of Old Testament themes with a view to their relevance for Christian theology, worship, and ethics. These include God's self-revelation, creation, covenant/kingdom, fall, law, worship, prophecy, and hope. The course will include an introduction to proper exegetical, hermeneutical, and theological method. This course may be taken in lieu of Bible and Religion 101 with the permission of the department chair.

BB 202 New Testament Theology (3)
An introduction to the major themes of New Testament theology and their specific relevance for Christian theology, worship, and ethics. These include: the Kingdom of God, justification, sanctification, and Pauline theology. This course may be taken in lieu of BB 102 with permission of the department chair.

BB 205 Gospels and Epistles (3)
A study of the broad outlines of the life of Jesus and the epistolary literature of the New Testament. The course will examine the distinguishing theological interests of the gospel accounts, and demonstrate how the narration of the life of Jesus is connected to the dominant motifs conveyed in the apostolic epistolary addresses to the earliest churches. Pre-requisites: BB 101 and 102.

BB 208 Gospels (3)
A study of the broad outlines of the life of Jesus and the Gospel literature of the New Testament. The course will examine the distinguishing theological interests of the gospel accounts, drawing particular attention to the similarities and differences between the Synoptic Gospels and the Gospel of John. Pre-requisites: BB 101 and 102.

BB 209 Epistles (3)
A study of the broad outlines of the epistolary literature of the New Testament. The course will examine the distinguishing theological interests of the Epistles, especially the dominant motifs conveyed in the apostolic epistolary addresses to the earliest churches. Pre-requisites: BB 101 and 102.

BB 207, 307 English Bible (1-3)
Demonstration of inductive Bible study methods and treatment of a particular book or books of the Old and New Testaments based on the English text. Additional work will be required for those seeking upper division credit. May be repeated for credit as the book(s) under consideration change.

BB 211 Christian Doctrine (3)
A basic study of the major doctrines of the Christian faith and their application to contemporary thought and life. Includes studies in revelation, authority, the existence and nature of God, the person and work of Christ, the Holy Spirit, the Church, man, and Christian ethics.

BB 302 Romans (3)
An intensive study of the letter and its setting in Paul's ministry. The course also treats the biblical theology developed in the letter. *(Offered alternate years.)*

BB 303 Prophetic Literature of the Old Testament (3)
A comprehensive study of the Hebrew prophets interpreted in light of their context. *(Offered alternate years.)*

BB 305 Biblical Interpretation (4)
A study of the history, problems and methods of biblical interpretation, including a study of biblical-theological themes of the Old and New Testaments. *(Offered alternate years.)*

BB 306 World Religions (3)
This class will offer a survey of contemporary world religions and attempt to compare the worldview of these religious systems with a biblical worldview. Students will be equipped to converse with followers of these religions and to make clear comparisons between their beliefs and a biblical worldview.

BB 308 Apocalyptic Literature (3)
A survey of the history, development, and interpretation of biblical Apocalyptic literature with special emphasis on Daniel and the Revelation of John. *(Offered alternate years.)*

BB 351 Biblical Studies Abroad (1-6)
Selected biblical topics or books - authors, historical developments, theological themes, missionary movements - with emphasis on their geographical and cultural settings associated with the biblical literature. Residence abroad. Normally offered during the summer session. *(Offered on demand.)*

BB 480 Special Topics (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.
BB 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*
BB 491 Senior Thesis (3)
Students will develop an extensive paper under the direction of a faculty member that demonstrates their ability to do senior-level research and writing on a specialized topic in biblical studies or theology. A committee consisting of the course professor, another member of the division, and one member chosen by the student will evaluate and grade the thesis. *Pre-requisite: Interdisciplinary Studies 461.*

BIOLOGY (BL)

BL 101,102 Survey of Biological Principles I, II (4, 4)
General introductory study stressing principles common to all living organisms: their structure, function, basic chemical and physical properties, inheritance, evolution, and ecology. Three hours of lecture and two hours of lab per week.
BL 205 Animal Diversity & Ecology (4)
Lectures deal with taxonomy, morphology, ecology, and relationships of principal vertebrate groups. Laboratories treat ecology, population biology identification and morphology, with emphasis on local forms. Three hours of lecture and three hours of lab per week. *Pre-requisites: BL 101,102.*
BL 204 Animal Physiology (3)
Physiology of animals with an emphasis upon systems integration and related environmental, biological, and toxicological issues and concerns. Two lecture hours. *Pre-requisites: BL 101,102 or permission of professor*
BL 215 Plant Diversity & Ecology (4)
Taxonomy and ecology of indigenous flora with concentration upon vascular plants. An introduction to plant structure, function, and systems will be included. The development of a collection and the use of an herbarium will be integrated into this program's effort to survey the natural surroundings of the college. One and one-half hours lecture, one and one-half hours lab per week. *Pre-requisite: BL 101,102 or permission of professor.*
BL 301 Biometrics (3)
The application of statistical methods in the biological sciences. Topics include experimental design, sampling techniques, and data analysis techniques including regression analysis and analysis of variance and covariance.
BL 311 Plant Physiology (3)
Focusing on the mechanisms regulating the growth and development of higher plants, topics include photosynthesis, mineral nutrition, water relations, stress physiology, and growth regulators. *Pre-requisites: BL 101,102 and ES 206, or permission of professor.*
BL 315 Cell Biology (4)
Structure and physiology of cells with an emphasis on the homeostasis of molecular processes and how cellular functions are integrated in multicellular organisms. *Prerequisites: Biology 101 and 102 or permission of professor.*

BL 340/ES 340 Research Methods (3)
Participation in faculty-supervised independent research project. Involves a literature review, data collection and analysis, the completion of a written research paper, and an oral presentation. *Pre-requisite: Senior standing or permission of professor.*

BL 401 Genetics (3)
Molecular, Mendelian, and population principles will be developed with the inclusion of an introduction to modern experimental techniques. The course will also explore the application of Christian values to ethical issues related to genetics. *Pre-requisite: BL 101,102 or permission of professor. (Offered spring semester, even-numbered years.)*

BL 404 Microbiology (3)
Fundamental concepts, biochemistry, and applied aspects of microbiology with a review of current analysis techniques emerging from the field of microbiology. Topics include microbial structure, physiology, genetics, growth, control, and reproduction integrated with selected topics of applied microbiology within the medical, environmental, and industrial fields. Three hours lecture. *Pre-requisites: CH 320 or permission of professor.*

BL 406 Conservation Biology (3)
This course studies an emerging discipline that encompasses the study and conservation of the earth's biodiversity. Topics include population biology, ecology, and conservation of the diversity of species that cohabit the living world. It also examines how theories are used in habitat management practices. Current issues and case studies are used as examples. *Pre-requisites: BL 101-102 and ES 301.*

BL 415 Biochemistry/Toxicology (3)
Application and integration of biochemical processes to the functioning of whole organisms. Toxicological emphasis will be related to medical and environmental concerns. *Pre-requisites: ES 206, CH 201-202 and recommend CH 320-321 or permission of professor. (Offered on demand.)*

BL 421 Contemporary Biological Investigations (3)
Exploration of contemporary topics through applied research in Animal Physiology, Microbiology, Genetics, and Biochemistry culminating in a senior biology research project. Three hours and an occasional additional hour for senior project development. *Prerequisites: A background in Cell Biology, Genetics, Biochemistry, and some experience in biological research techniques and investigation, or permission of professor.*

BL 440/ES 440 Senior Project or Internship (honors option) (3)
Students are responsible for a project/internship design and proposal. Employment is pursued through a student job search. This project is typically developed during the junior year, employment is during the summer, and the final project presented during the senior year. A research-based project may be considered for honors recognition. All proposals and evaluation of projects will be approved through the Environmental Studies Review Committee.

BL 480 Special Topics (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisite: Permission of department chair.*

BL 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

BUSINESS ADMINISTRATION (BS)

BS 101 Introduction to Business (3)
A survey course that introduces students to the fundamentals of business with particular attention given to the historical and economic foundations of our capitalistic system; the global marketplace; social and legal environments; human resources; marketing; management information systems; and financial management. *(Offered each semester.)*

BS 201 Principles of Accounting I (3)
Proprietary-based treatment of the accounting cycle, financial statements, merchandising, cash receivables, payables, inventories, plant property and equipment, payroll, accepted accounting principles and partnerships. *Pre- or Co-requisite: BS 101. (Offered fall semester.)*

BS 202 Principles of Accounting II (3)
Treatment of corporations, investment, consolidated statements, tax impact on decision, statement analysis, changes in financial position, responsibility account, manufacturing, cost process job order, and standard. *Pre- or Co-requisite: BS 201. (Offered spring semester.)*

BS 203 Macroeconomics (3)
A study of modern explanations of national income and employment. The course will give special emphasis to the American economy, its production, inter-relationships of households, business, and government, nature and function of money, monetary and fiscal policy, and public finance. *Pre- or Co-requisite: BS 101. (Offered fall semesters.)*

BS 204 Microeconomics (3)
A study of price theory and the interplay of supply and demand in competitive markets as a multitude of individual prices, wage rates, profit margins, and rental changes are created. *Pre- or Co-requisite: BS 101. (Offered spring semester.)*

BS 209 Principles of Management (3)
An introductory course to management structured around the basic management functions of planning, organizing, leading, and controlling. The course explores the functions of the management process in for-profit and not-for-profit organizations, large and small. Special topics include: globalization, quality, competitiveness, teamwork, ethics, and entrepreneurship. *Pre- or Co-requisite: BS 101. (Offered each spring.)*

BS 214 Quantitative Methods (3)
Models for decision-making for marketing, finance, accounting, production and operations management, parametric and nonparametric statistics. An introduction to simple regression models, constrained and unconstrained optimization, and other techniques. *Pre-requisite: MT 114. (Offered each fall.)*

BS 230 Principles of Marketing (3)
An introductory study of the marketing process with a background in the elements of the marketing mix, product distribution structure, price system, and promotional activities. The importance of customer orientation is stressed. *Pre- or Co-requisite: BS 101. (Offered each fall.)*

BS 301 International Finance (3)
This course exposes the student to the techniques of financial management unique to a multinational enterprise. Students also learn the basics of the macroeconomic and financial environments within which the multinational firm must function. Foreign exchange management is emphasized. Specific topics include—the International Monetary System and the Balance of Payments, International Bond, Equity and Money markets, Futures & Options on Foreign Exchange, Currency Swaps, Exposure Management, International Capital Structure, Capital Budgeting and Short-term

financial management. *Pre-requisite: BS 203, 204 and MT 114 (Offered fall semesters, odd years)*

BS 303 Human Resource Management (3)

A course exploring the management of human resources to help companies meet competitive challenges. Included are discussions of global, quality, social and technological challenges facing United States businesses and the role of human resource management. Current practices and research on motivating, training, and supporting people will be examined. *Pre- or Co-requisite: BS 209. (Offered spring semester, even-numbered years.)*

BS 304 Labor-Management Relations (3)

A study of the history and development of labor relations, structure of union organizations, and process of collective bargaining negotiations and contract administration. With declining union membership over the last ten years, special emphasis is placed on employee relations in nonunion organizations. Contemporary issues include public sector and international labor relations. *Pre- or Co-requisite: BS 209 or permission of professor. (Offered fall semesters, even-numbered years.)*

BS 306 Corporate Finance (3)

Study of financial functions of a business enterprise conducted from the standpoint of the financial manager. Emphasis on analysis, planning and control, working capital management, capital budgeting, long-term financing, financial structure and valuation, and required rate of return. *Pre-requisite: MT 114; pre- or Co-requisite: BS 202. (Offered each spring.)*

BS 307 Organizational Behavior (3)

This course examines the development and maintenance of organizational effectiveness in terms of environmental effects, improving motivation, behavior modification, systems aspects, communications, structure, and the dynamics of problem solving, goal setting, team building, conflict resolution, and leadership. *Pre- or Co-requisite: BS 209. (Offered fall semesters, odd-numbered years.)*

BS 308 Servant Leadership (3)

A study of the concept of servant leadership and its applicability to today's business environment. Students will examine leadership characteristics and strategies of the Great Teacher, Jesus Christ, and compare them to historical and current models for leadership including Nehemiah, Gandhi, Greenleaf, Deming, Covey, and others. *Pre-requisite: BS 101; pre- or Co-requisite: BS 209; or permission of professor. (Offered fall semesters, odd-numbered years.)*

BS 309 Business Ethics (3)

This course includes an analysis of business policies and practices with respect to their social and moral impact. It raises basic questions on moral reasoning and the morality of economic systems, both nationally and internationally. It also examines the impact of governmental regulations on corporate behavior, and the ethical relationships between the corporation and the public. *Pre-requisite: BS 101. (Offered each fall.)*

BS 310 Total Quality Management (3)

An overview of the philosophy and tools of total quality management beginning with a study of W. Edwards Deming's Theory of Profound Knowledge. Students will be actively involved in team-building exercises employing statistical tools and techniques for innovation while solving real-world productivity problems. *Pre- or Co-requisite: MT 114 and BS 209 or permission of professor. (Offered fall semesters, even-numbered years.)*

BS 312 Business and the Legal Environment (3)

An introduction to the fundamentals of law in which managers manage and entrepreneurs conduct business. A basic understanding of court procedures, legal contacts and related components, contractual capacity issues, and the application of

this information to the business environment will be provided through interactive class discussion. Students will also be exposed to issues relating to sales, warranties, agency, employee rights, and the legal forms of business ownership in order to strengthen their decision-making skills. *Pre- or Co-requisite: BS 101. (Offered each spring.)*

BS 313 Production/Operations Management (3)

A study of the management of the production functions of a manufacturing business to include world-class production theory. The course will include the study of forecasting, location analysis, allocating resources, designing products and services, scheduling activities, and assuring quality of outputs. *Pre-requisite: MT 114; pre- or co-requisite: BS 214. (Offered spring semesters, even-numbered years.)*

BS 315 Intermediate Accounting I (3)

Financial accounting theory and practice underlying the accounting process. Topics emphasized include asset and liability accounts, related income measurement, valuation, and reporting problems associated with these accounts. *Pre- or Co-requisite: BS 202. (Offered fall semesters, odd-numbered years.)*

BS 316 Intermediate Accounting II (3)

A continuation of Intermediate Accounting I. Topics emphasized include analysis of stockholders' equity accounts, income determination problems, changes in accounting methods and estimates, fund statement, statement analysis, and special problems. *Pre-requisite: BS 315. (Offered spring semesters, even-numbered years.)*

BS 317 Cost Accounting (3)

Introduction to cost accounting, definitions and objectives. Topics emphasized include cost-volume profit relationships, job order accounting, budgeting, systems design and human motivation, flexible budgets, standard costs, contribution approach to decision, cost allocation, joint product and by-product costing, and process costing. *Pre-requisite: BS 202. (Offered spring semesters, even-numbered years.)*

BS 318 Accounting Information Systems (3)

An in-depth treatment of internal control and related accounting procedures, authorization and documentation, flow-charting, and scheduling. Design of accounting systems to provide information of financial reports and to meet legal requirements for adequacy of accounting record and internal controls. Development of skill and expertise required for the study of contemporary accounting systems and internal auditing. *Pre-requisites: BS 202 and CS 204. (Offered fall semesters, odd-numbered years.)*

BS 320 International Business (3)

A study of the approach to doing business in other nations and cultures. The influences of political systems, competition, economic systems, social, legal, and technology environments on the main business functions (marketing, production, finance) and business effectiveness will be examined. *Pre- or Co-requisite: BS 101. (Offered fall semesters, odd-numbered years.)*

BS 331 Sales Administration (3)

A course on the professional, ethical, needs-based, non-manipulative, low-pressure, consultative approach to sales. Theories of selling, communicating, time management, and the relationship of sales to marketing and promotion are covered. Ethical business issues are examined in simulated selling situations. *Pre- or Co-requisite: BS 230. (Offered spring semesters, even-numbered years.)*

BS 335 Retailing Management (3)

This course employs a balance between a descriptive and conceptual approach for understanding the retailing industry and the decisions made by retailers. Types of retailers, trends in retailing, needs of customers, and factors affecting store and merchandising choices will be examined. Extensive case analysis and actual retailer comparisons will complement the classroom discussion. *Pre- or Co-requisites:*

BS 230. (Offered fall semesters, even-numbered years.)

BS 336 Principles of Advertising (3)

An overview of the non-selling methods of promotion, including advertising, sales promotion, and public relations. Primary emphasis on the field of advertising includes a review of the history and economics of advertising, research, copy, layout, production, budgeting, and advertising organization. *Pre- or Co-requisite: BS 230. (Offered fall semesters, even-numbered years.)*

BS 338 Marketing Research (3)

A study of the role of research in marketing decisions. Special emphasis on data gathering, compilation, analysis, and interpretation including the writing and analysis of surveys. Students will work on business problems with actual companies or evaluate new product concepts. *Pre- or Co-requisite: BS 230. (Offered spring semesters, even-numbered years.)*

BS 402 Management of Not-for-Profit Organizations (3)

A practical course designed to familiarize students with the unique management challenges of not-for-profits to include accounting and financial controls, bylaws, boards of directors, program planning, fund-raising, staffing, and community relations. Case studies of mission organizations, church administration, para-church organizations, and other nonprofits are examined. *Pre-requisite: BS 209; pre- or Co-requisite: BS 202. (Offered spring semesters, odd-numbered years.)*

BS 405 International Marketing (3)

An in-depth study of the operational and cross-cultural aspects of international marketing, including the nature of competition, developmental structures and channels, price and credit policies, promotional challenges, research, product trade barriers, and other international arrangements. The international competitive position of the United States is discussed and evaluated. *Pre- or Co-requisite: BS 230. (Offered spring semesters, odd-numbered years.)*

BS 407 Entrepreneurship and Small Business Management (3)

A practical course designed to familiarize students with the application of managerial responsibilities that are uniquely critical to small businesses including entrepreneurship, location analysis, forms of ownership, financing alternatives, accounting practices, marketing and advertising techniques, and inventory control. *Pre-requisites: BS 209, 230. (Offered spring semesters, odd-numbered years.)*

BS 417 Taxation (3)

Concepts and methods of determining federal income tax liability for individuals. Topics emphasized include personal deduction, tax credits, capital gain and loss provisions, accounting methods, research methodology, and individual tax planning. *Pre-requisite: BS 202. (Offered fall semesters, even-numbered years.)*

BS 418 Auditing (3)

This course includes the theory and practice of standards, types of services, analysis of reports, legal responsibility, internal control, and SEC requirements. *Pre-requisite: BS 202. (Offered spring semesters, odd-numbered years.)*

BS 435 Consumer Behavior (3)

This course stresses the understanding of consumer behavior in developing marketing strategy. Opportunities are provided for the analysis of advertising's objective, target audience, and the underlying behavioral assumptions. Students will apply consumer behavior knowledge to social and regulatory issues as well as to business and personal issues. *Pre- or Co-requisite BS 230. (Offered fall semesters, odd-numbered years.)*

BS 436 ECommerce (3)

This course provides insights into the applications of rapidly evolving electronic commerce to determine and satisfy the needs of customers via the internet. Issues and practices that deal with concepts, theories, tactics, and strategies of information

technologies and changes in marketing functions to meet the organization's objectives while delivering customer satisfaction and value are analyzed.
Pre- or Co-requisite: BS 230, CS 204. (Offered spring semesters, odd-numbered years.)

BS 437 Marketing Management (3)
An integrated course in marketing systematically oriented with emphasis on the marketing mix, formulation of competitive strategies, and special attention to control function, market analysis, marketing information, and sales forecasting. Case analysis and simulation is stressed. *Pre- or Co-requisite: BS 230. (Offered fall semesters, odd-numbered years.)*

BS 441 Internship (3)
Supervised internship provides students with the opportunity to integrate classroom instruction with on-the-job learning in an area associated with their concentration. A maximum of six hours may be counted toward the degree. *Pre-requisite: Twelve hours of BS course work and IS 310. (Offered each semester.)*

BS 460 Strategic Management (3)
This course is designed to provide students with an overview of the strategic management process. Emphasis is placed on developing a vision, setting objectives, and crafting strategy to achieve desired results. The course stresses the importance of analyzing external competitive conditions and the organization's internal capabilities, resources, strengths, and weaknesses in order to gain and sustain a competitive advantage. Approaches to organizational structure, policy, support systems, and leadership required to effectively execute strategy are all examined. *Pre-requisite: Senior standing in BS. (Offered each semester.)*

BS 480 Special Topics (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisite: Permission of department chair.*

BS 481 Directed Study/Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

CHEMISTRY (CH)

CH 201-202 Environmental Inorganic Chemistry I, II (4, 4)
Introduction to chemistry for the science major. Topics considered include atomic and molecular structure, nomenclature, chemical bonding, stoichiometry, properties of gases, oxidation-reduction, electrochemistry, chemical equilibria, and an introduction to nuclear and organic chemistry with an environmental application. The laboratories will concentrate on chemical experimentation with qualitative and quantitative inorganic analysis. Three hours of lecture and three hours of laboratory per week. *Pre-requisite: Two years of high school algebra or permission of professor.*

CH 315-316 Chemistry of the Environment I, II (3, 3)
These courses serve to provide both Environmental Studies and Biology students the background to understand the environmental interface of inorganic and organic principles. Topics will launch an understanding of these principles within various environmental processes, including topics centering on contemporary environmental chemistry. Additionally, the course will develop quantification projects that will enable the application of these concepts to the field. *CH 201-202 and ES 206.*

CH 320-321 Organic Chemistry I, II (3, 3)
The structure, nomenclature, stereochemistry, energy relations, and reaction mechanisms of major classes of organic compounds are studied in application to biological, toxicological, and environmental topics. Lecture will include the utilization of spectroscopy data to identify compounds. Three hours lecture and four hours lab per week. *Pre-requisites: CH 201, 202 or permission of professor.*

CH 322 Organic Chemistry Lab-I (2)
Experimental techniques of synthesis, isolation, and identification of compounds using classical and contemporary instrumentation are utilized to establish a foundation of organic chemistry processes, an understanding of reaction mechanisms, and a basic background in investigation techniques. The course will include the use of analytical instrumentation that are typically integrated into contemporary investigations in Chemistry and Biochemistry. Prerequisites: Chemistry 201, 202, 320, or permission of professor. [2 credit hours, 4 hour class hours per week]

CH 323 Organic Chemistry Laboratory-II (1)
Building upon the foundational components of previous Organic Chemistry training, students will engage in Organic Cnemistry research and use advanced analytical instrumentation. Students will develop independent investigations in applied Organic Chemistry and Biochemistry. Prerequisites: Chemistry 201, 202, 320, 321, 322 or permission of professor. [1 credit hour, 4 hour class hours]

CHRISTIAN EDUCATION (CE)

CE 202 Foundations and History of Christian Education (3)
Introduction to the principles of Christian education in contemporary society. Survey of current developmental theories of child and family development as they apply to Christian education, ministry and the family. Particular attention is placed on biblical foundations of Christian education, para-church ministries, the local church, history of Christian education and the educator as the agent of change. Pre-requisites: BB 101 and 102.

CE 203 Foundations and History of Youth Ministry (3)
This course will introduce the student to the principles of Youth Ministry in contemporary society. It will survey the current developmental theories of adolescent development as they apply to Youth Ministry and the family. Particular attention will be placed on historical and biblical foundations of Youth Ministry, including para-church adolescent ministries, the local church and the educator as the agent of change

CE 303 Discipleship and Lifestyle Evangelism (3)
An examination of the biblical and theological basis for evangelism and discipleship. Special attention will be given to the spiritual decision-making process, the art of persuasion, and its link to communication theory. Incorporates individual experiences in personal evangelism and small-group discipleship.

CE 341 Practicum (1-3)
A supervised learning experience that provides one with initial exposure to relevant professional activities. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated, a maximum of three (3) hours may be used to satisfy degree requirements. Prerequisite: Permission of the student's advisor and department chair or designee.

CE 380 Administrative Ministry & Organization (2)
This course will equip students in both the theory and practice of ministry administration. There are many challenges in ministry and one of the most significant is the challenge of leading and administrating well. This course is designed to serve as an overview of administrative issues which will be found in ministry so as to enable each student to be prepared for those challenges when they come.

CE 401 Spiritual Formation and Faith Development (3)
A course to equip students in both the theory and practice of spiritual growth and development. This course focuses on our personal relationship with God. We will seek to develop an understanding of the necessary aspect of personal spirituality for ourselves through evaluation of Scripture and through self reflection and discipline. Second, this course will emphasize the developmental stages of the individual and their impact upon spiritual formation and faith development. Particular attention will be given to the psychology of faith and religion and to the influences of home and family on the development of faith. *Fee $100.*

CE 406 Ministry to Children (3)
A survey of the spiritual, mental, emotional, and social needs of the child and an examination of the church's and para-church's role in addressing these needs. Issues related to schooling choices, curriculum, educational methods and strategies, and administration of programs for children will be examined.

CE 407 Contemporary Youth Culture and Programming (3)
An examination of the major institutions affecting young people as well as the culture's tendency to manipulate them. Special attention will be given to analyzing and critiquing current understandings of family, media, school and peer relationships, and designing programs to address the unique challenges faced by adolescents and their families. *Fee $400.*

CE 408 Introduction to Pedagogy (3)
A study of the nature of the learner, learning process, and teacher in the teaching/learning process. Both ministry to adolescents and children will be considered as they relate to issues of schooling choices, curriculum, educational methods and strategies. Particular attention will be given to methods of designing, planning, organizing, and interpreting the learning environment in order to facilitate an enriching educational experience. *Fee $100.*

CE 441 Internship (3)
An intensive, quality, structured learning opportunity that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated, a maximum of six (6) hours may be used to satisfy degree requirements. Prerequisite: Permission of the student's advisor and department chair or designee. *Pre-requisite: IS 310*

CE 462 Current Issues in Christian Education (3)
This course is designed for graduating seniors preparing to enter the field of Christian Education and will cover a wide variety of literature with discussions of pertinent issues in the field. Students will also complete a major literature review and at least two oral presentations on the issues researched.

CE 480 Special Topics (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

CE 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

COMMUNICATION (CM)

CM 202 Acting for the Camera (3)
This course aims to inform the student to learn how to present himself on camera in a variety of genres. It will provide instruction and experience in the basics of acting for both television and film. It will also examine informational and news journalism. Cross listed as TH 202. Prerequisite: permission of instructor.

CM 203 Communication and Culture (3)
How do you as an individual create meaningful communication? Who do you become in a group or organization, and how does that influence your communication? How are you, along with millions of others, creating popular culture? These questions and many more will be explored in an overview of communication's vital role in society. Discussions will focus on the interaction of individuals, groups, organizations, media, and popular culture as viewed through the fascinating lens of communication theory.

CM 220 Public Speech and Rhetorical Analysis (3)
How do you become an excellent communicator? In this class we will examine excellent public communication from throughout history from a practical and theoretical perspective. At the same time, students will prepare and deliver their own speeches in a variety of formats. Emphasis will be placed on historical context, speaker ethos, and rhetorical analysis, with special attention paid to modern and post-modern rhetorical theory.

CM 228 Media Studies (4)
This course examines the history of mass media in terms of its relationship with our culture and sense of identity. All mass media will be discussed, but particular focus will be given to the internal structure of electronic media production in terms of process and job roles. This course will include a student project or a 12 to 15 hour/week student internship.

CM 249 Digital Media Production (4)
This course covers the steps to create a short film. Students will explore the techniques, aesthetics, and theory that inform lighting, cameras, editing, crew organization, work flow, and production requirements. Students will complete short film projects in journalism, advertising/PR and a final short narrative or documentary piece. This course will make demands of students' time in that projects Pre-requisites: EN 101-102

CM 313 Public Relations (3)
A course emphasizing the practical application of communication theory to the tasks of public relations and professional written communication. Course assignments include writing news releases, researching organizational communication strategies, and applying legal and ethical issues to the public relations practice. *Pre-requisites: English 101-102 with a minimum grade of "C-."*

CM 318 Film History and Theory (4)
This course looks at cinema history through the lens of film theory. We will trace the development of film as an art form and communication tool in the US and Europe from the silent era through today. Two major goals will be 1) to understand the influence of culture, philosophy, and world events upon film, and 2) to understand film as an expression of these realities. To this end, films that have made significant contributions to world culture will be viewed and discussed on a weekly basis. Finally, film theory will be discussed as it arises within the context of history and may include techniques, narrativity, diegesis, cinematic codes, "the image", genre, subjectivity, and authorship. Genres studied may include comedy, westerns, action/adventure, drama, war, crime/gangster, musicals, and science fiction.

CM 329 Film Production (4)
This course will explore what is required to create a film. Students will explore the techniques, aesthetics, and theory that informs the good use of lighting, cameras, editing, crew organization, and the production process. Students will have short projects in which they learn various filmmaking techniques and a final project in which they create a short film. Students will use class members and friends as their cast and crew.

CM 341 Practicum (1-3)
Supervised practical experience provides students with opportunity to integrate classroom instruction with on-the-job learning in various areas of communication-related fields. *Pre-requisite: Permission of professor.*

CM 342 Communication Methods (4)
This field course introduces students to examples and practice of research in communication including critical, quantitative and qualitative methods of investigation. Students will write research questions, select methodology, collect data, analyze data, and present results. Prerequisite: MT 114 Elementary Probability and Statistics.

CM 344 Nonprofit Organizational Communication (4)
This course will focus in communicating the mission and vision of nonprofit organizations—including Christian organizations--with passion and sophistication. A primary focus of the course will be in the development, preparation, and stewardship of grant proposals. Students will also be introduced to nonprofit communication and management theory and participation in a practicum. Prerequisites: English 101 and 102 or 104, with "C" or better and CM 203.

CM 346 Web Studies and Design (3)
From a theoretical viewpoint, this course will examine ways the internet influences how we create identity, community, and particular cultures. From a practical viewpoint, this course will teach basic web design and aesthetics. A goal of this course is to equip students for entry level positions in webpage design.

CM 347 News Editing (3)
A practical examination of design principles, copy editing and feature writing for print media. Design elements cover software applications for text, photo and graphics. Copy editing covers AP Stylebook rules, including headline and cutline composition. Writing topics include basic reporting, story structure and feature content. *(Offered every other spring).*

CM 348 News Writing (3)
A practical examination of investigative reporting in print media. Topics include: developing the news story, exploring leads, interviewing sources, and understanding the reporter/editor relationship. Related issues address the ethical, legal, and social responsibilities of the journalist. Students will sharpen their reporting skills through the researching, writing, and editing of several publishable-quality news stories. *Prerequisite: Completion of EN 101-102 with a grade of C- or higher.*

CM 349 Graphics & Photojournalism (3)
This course explores the theoretical and practical aspects of choosing, creating, & composing photographic images for graphic arts and journalism.
Students will explore an historical overview of photography to critically evaluate the visual rhetoric of images in popular culture and journalism.
Students will also learn how to use digital and single-lens cameras to create effective images for a series of graphic arts and journalism projects. Cross listed with AR 349.

CM 441 Internship (3)
An intensive, quality, structured learning opportunity that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. *Pre-requisite: IS 310*

CM 480 Special Topics in Communication (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.
CM 491 Senior Thesis (2)
Students will develop an extensive capstone project. A departmental committee will specify the thesis parameters, approve the topic, and grade the final product.

COMPUTER INFORMATION SYSTEMS (CS)

CS 102 Personal Productivity with Information Systems Technology (3)
A course enabling students to improve their skills as knowledge workers with an emphasis on personal productivity concepts through using functions and features in computer software such as word processing, spreadsheets, databases, presentation graphics, and Web authoring. *(Offered each semester.)*
CS 204 Fundamentals of Information Systems (3)
Providing an introduction to systems and development concepts, information technology, and application software, this course explains how information is used in organizations and how information technology enables improvement in quality, timeliness, and competitive advantage in organizations. Topics include systems concepts, system components and relationships, cost/value and quality of information, competitive advantage and information, specification, design and reengineering of information systems, application versus system software, and package software solutions. *Pre-requisite: CS 102 or permission of professor. (Offered each semester.)*
CS 206 Information Systems Theory and Practice (3)
This course provides an understanding of organizational systems, planning, and the decision process, as well as how information is used for decision support in organizations. Topics include quality and decision theory, information theory, systems theory and concepts, information systems and the organizational system, decision support, quality, level of systems (strategic, tactical, and operational), systems components and relationships, information system strategies. *Pre- or Co-requisite: CS 204. (Offered fall semesters, odd-numbered years.)*
CS 210 Business Programming: COBOL (3)
A course using the COBOL programming language commonly used on contemporary business computer systems. The writing, running, and debugging of programs and their related files in relation to business applications is emphasized. *Pre-requisite: CS 102 or permission of professor. (Offered on demand.)*
CS 302 Programming, Data, File, and Object Structures (3)
Students will receive an exposure to algorithm development, programming, computer concepts, and the design and application of data and file structures, including the use of logical and physical structures for both programs and data. Topics include data structures and representation of characters, records, files, multimedia, precision of data, information representation, organization and storage, algorithm development, programming control structures, program correctness, verification, and validation. *Pre- or Co-requisite: CS 204. (Offered fall semesters, odd-numbered years.)*
CS 305 Introduction to Java Programming (3)
This course is designed for students with little or no programming experience who want to learn the Java language. The first part of the course will view Java from a basic programming perspective—basic language syntax, language semantics, classes, templates, inheritance, and libraries. The course will then quickly progress to a series of lab-based programming assignments. Students will locate and download a Java compiler/interpreter from the Web, develop a series of increasingly complex

applets, program objects with motion, and design an interactive Web page. *Pre-requisite: CS 102 or permission of professor. (Offered on demand.)*

CS 310 Database Programming (3)

A course introducing the student to the logic, design, implementation, and accessing of organizational databases as contrasted to older conventional data file techniques introduced in COBOL programming. Particular emphasis is placed on relational database management that focuses on the logical nature of databases. Popular microcomputer-based database programs will be utilized. *Pre- or Co-requisite: CS 302 and 360, or permission of professor. (Offered spring semesters, even-numbered years.)*

CS 320 Information Technology Hardware and System Software (4)

Hardware/system software fundamentals for various computer/network architectures used in the design, development, and implementation of contemporary information systems. Topics include hardware (CPU architecture, memory, registers, addressing modes, busses, instruction sets, multi-processors versus single processors), peripheral devices (hard disks, CD's video display monitors, device controllers, input/output), and operating systems functions. Includes a one-hour lab. *Pre- or Co-requisite: CS 204. (Offered fall semesters, odd-numbered years.)*

CS 330 Programming: Visual Basic (3)

This course emphasizes software development in the Windows environment. Students will create programs in a Graphical User Interface (GUI) environment including client-server applications and front-end applications using database information. *Pre- or Co-requisite: CS 204 or permission of professor. (Offered spring semesters, odd-numbered years.)*

CS 340 Electronic Business Strategy, Architecture, and Design (3)

An examination of the linkage of organizational strategy and electronic methods of delivering products, services, and exchanges in inter-organizational, national, and global environments. Topics include electronic economics, business models, value chain analysis, and technology architectures for electronic business, supply chain management, consumer behavior within electronic environments, legal and ethical issues, information privacy, and security. *Pre- or Co-requisite: CS 204. (Offered fall semesters, even-numbered years.)*

CS 360 Systems Analysis and Design (3)

A course emphasizing the planning, development, and implementation of data processing systems on microcomputers and their operating systems. Emphasis will be placed on the systems development life cycle, systems documentation and the transition from systems analysis to design. *Pre-requisite: CS 204 or permission of professor. (Offered spring semesters, even-numbered years.)*

CS 410 Advanced Systems Analysis and Design (3)

A continuation of 360 Systems Analysis and Design. Emphasis will be on systems design and implementation of information systems. Projects, including software development, will be assigned for different types of organizations, public and private. *Pre-requisite: CS 360. (Offered on demand)*

CS 420 Telecommunications and Networks (3)

This course provides an in-depth knowledge of data communications and networking requirements, including telecommunications technologies, hardware, and software. Emphasis is on the analysis and design of networking applications in business. Management of telecommunications networks, cost-benefit analysis, and evaluation of connectivity options is also covered. *Pre-requisite: CS 320 or permission of professor. (Offered fall semesters, even-numbered years.)*

CS 440 Internets and Intranets (3)

This course explores the global impact of the Web on business. Intranets are used within a company; internets are designed for interaction outside of a company. A

sample company page is designed using popular Web tools such as Microsoft Front Page and Microsoft Internet Explorer. *(Offered on demand.)*

CS 450 Project Management and Practice (3)

A study of the factors necessary for successful management of information systems development or enhancement projects. Both technical and behavioral aspects of project management are applied within the context of an information systems development. Topics include managing the system life cycle (requirements determination, design, and implementation), system and database integration issues, network management, project tracking, metrics, and system performance evaluation, and managing expectations of managers, clients, and teams. Pre- or Co-requisites: CS 360 or permission of the professor. *(Offered spring semesters, odd-numbered years.)*

CS 460 Physical Design and Implementation (3)

This course covers the physical design and implementation of information systems applications frequently found in emerging distributed computing environments and standards. Traditional and contemporary development environments are used. Topics include the selection of development environments and standards; software construction; including structured, event-driven and object-oriented application design; testing; software quality assurance; system implementation; user training; system delivery; and post-implementation review. *Pre- or Co-requisites: CS 310 and 340 or permission of professor. (Offered spring semesters, odd-numbered years.)*

CS 480 Special Topics (1-3)

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisites: CS 102, 204. (Offered on demand.)*

CROSS-CULTURAL STUDIES AND MISSIONS (CC)

CC 201 Comparative Cultures (3)

Designed to help the student gain a basic knowledge of the concepts and methods needed to compare and understand different cultures and/or subcultures. Instructional methods include on-site participant observation, interviews, case studies, and readings. This course is recommended for those who are not in the cross-cultural studies concentration. *(Offered on demand.)*

CC 301 Foundations of Cross-Cultural Ministry (3)

An introduction to the study of cross-cultural ministry, this course will examine the biblical theology of cross-cultural ministry, historical perspectives on the expansion of the Christian movement, modern movements in missions, and the strategy and components of cross-cultural work being employed today.

CC 302 Journey in Missions: Becoming a Missionary (3)

A practical guide to help students determine their place in the task of global evangelization and ministries of mercy in the name of Christ. This course will include investigation into particular geographical areas of the world and types of missionary activity (medical, educational, evangelistic and tent-making ministries). It will also deal with deciding whether or not one is called to be a missionary in the international arena; choosing a sending agency and preparing for international missions while still engaged in college life. *Prerequisite: CC 301.*

CC 341 Practicum (1-3)

A supervised learning experience in a cross-cultural setting that provides one with initial exposure to relevant professional activities. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of three (3) hours may be used to satisfy degree

requirements. Prerequisite: Permission of the student's advisor and department chair or designee.

CC 402 Cultural Anthropology (3)

Using selected national cultures, this course teaches methods of analysis and understanding of any culture for the purpose of equipping students to make an effective presentation of the Christian Gospel. *(Offered alternate years.)*

CC 403 Cross-Cultural Communication (4)

A technical study of communication across lines of cultural and language differences. *(Offered alternate years.)*

CC 441 Internship (4)

An intensive, quality, structured learning opportunity that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of six (6) hours may be used to satisfy degree requirements. Prerequisite: Permission of the student's advisor and department chair or designee. *Pre-requisite: IS 310*

CC 480 Special Topics (1-3)

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

CC 481 Directed Study and Research (1-3)

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

EDUCATION (ED)

ED 209 Children's Literature (3)

The practical application of traditional and contemporary writing for children, including picture books, folk literature, modern fantasy, poetry, modern fiction, trauma-specific genres, historical fiction, and multicultural literature. Emphasis on techniques of storytelling, interpretation, and selection according to literary elements and child development needs. *Pre-requisites: EN 101-102 with a minimum grade of "B- (2.66)."*

ED 211 Field Experience I (2)

Candidates will be assigned to schools for the purpose of working with their cooperating teacher, an individual student, and professors to impact student learning in the elementary (K-2) classroom.

ED 211L Assessment I Lab (1)

This course will examine the assessment, evaluation, and uses of educational assessment and evaluation instruments in K-6 classrooms. The incorporation of impact projects in the Field Experience classes will be used to document skills in assessment and impact on student learning. This course runs concurrently with Field Experience I, in which candidates tutor one-on-one in the K-2 classroom. Candidates will be working with at-risk students in reading, writing, and social studies. These students need academic assistance, but more importantly, a good role model and mentor to encourage them in school and in life.

ED 220 Field Experience II (3)

Candidates will be assigned to schools for the purpose of working with a cooperating teacher, 3-5 students, and professors to impact student learning in the elementary (3-

6) classroom. Candidates will also observe the total school facility in order to gain a wider perspective of the school and its various operations.

ED 220L Assessment II Lab (1)

This course will examine the assessment, evaluation, and uses of educational assessment and evaluation instruments in K-6 classrooms. The incorporation of impact projects in the Field Experience classes will be used to document skills in assessment and impact on student learning. This course runs concurrently with Field Experience II, which places candidates in third through sixth grade classrooms to apply content knowledge of Math and Science specialty areas. Candidates research the NC-SCS and other websites, locate topics taught for grades 3 through 6, and design/teach grade-appropriate lessons, which integrate with the current curriculum.

ED 250 Overview of Public Education (3)

A study of the profession of teaching, its foundations, goals, trends, and issues, including diversity. Research related to content knowledge necessary to Elementary Education Specialty areas is required. Praxis II preparation begins.

ED 240 Computers for Educators (3)

General and content-area applications of computers for elementary education students including databases, spreadsheets, word-processing, Mimio technology, and multimedia. Computer terminology, ethical issues, and integration into instruction will be included.

ED 310 Teaching Health and Physical Education (3)

A study of teaching methods and curricular options used to fulfill psychomotor, cognitive, and affective objectives in the field of health and physical education. In addition, the candidate will develop and implement a personal fitness plan which assesses concrete indicators such as cardiovascular endurance, weight, strength or flexibility.

ED 320 Teaching Mathematics (3)

A laboratory-centered course for implementing strategies of instruction in computation and concepts of numbers, geometry, and measurement. Experiences with instructional materials, technology tools, curriculums, and current research are provided.

ED 330 Teaching Reading and Language Arts (3)

A laboratory-centered course planned for the mastering of skills necessary to implement the principles, procedures, organization, and current practices in the elementary phonics reading and language arts program. Materials and methods of instructional research-based practice are provided.

ED 340 Teaching Fine Arts (3)

Designed to prepare the classroom elementary teacher to meet the needs of the fine arts program in the self-contained classroom. Fundamentals of music, drama, movement, and art are taught along with procedures for selecting and teaching the material to be used in aiding the artistic growth of the developing child.

ED 350 Teaching Science (3)

Organization of instruction in elementary school science including research-based methods, evaluation, materials, strategies, and current practices.

ED 350L Teaching Science Lab (1)

Candidates learn to teach appropriate lab procedures and lab safety practices, use science labs to expand knowledge, satisfy curiosity, and integrate 21st century skills and content. Candidates will become proficient in the following: knowledge of subject matter, use of a variety of instructional strategies, wise use of resources in planning, the organization of supplies, equipment, and environment, and the acceptance of procedures and rules.

ED 360 Teaching Social Studies (3)
A technology-centered course planned for the study of instructional programs in social sciences; objectives including but not limited to primary resource application, materials, techniques, current research, and their application in the public school setting.

ED 370 Educational Program for Primary Children (3)
Focus on philosophy, program content, facilities, instructional materials, and activities appropriate for primary classrooms. The class is designed to provide students an understanding of the principles of primary education including parental involvement, the developmental process, and research substantiating current practice.

ED 405 Seminar on Intercultural Issues in Education (3)
Reading, writing, and discussion of literary, historical, and artistic texts chosen from, but not limited to, African, Asian, South American, African-American, Native American, and/or women's studies. A secondary focus is on how intercultural understanding influences the academic/developmental needs of a diverse student population.

ED 406 Psychology of Students and Families (3)
A study of the psychological principles and theories that underlie effective educational practices. Attention is given to developmental processes, individual differences and motivation, learning theory, measurement and evaluation, and teacher behavior, including the formulation of objectives.

ED 410 Classroom Management (3)
Study of teaching behaviors and strategies for classroom management that result in sound instructional planning and a minimum of behavior problems. Included are effective measurement and evaluation principles, strategies, characteristics, definitions, educational problems, and appropriate educational programs for children with special needs.

ED 430 Teaching Children with Exceptionalities (3)
An exploration of alternative ways of viewing, understanding, and teaching the exceptional child. Students will be introduced to the cognitive, behavioral, physical, and emotional characteristics of children who are exceptional. Lectures, assigned readings, discussions, group work, written assignments and class presentations will further be used to enrich students' understanding of the exceptional child.

ED 449 Student Teaching I (3)
This course completes the first half of the student teaching block. Candidates will be assigned to schools for the purpose of working with their cooperating teacher, 10-12 students, and professors to impact student learning in the elementary (K-6) classroom. Candidates will also prepare bulletin boards, centers and perform instructional and non-instructional duties as assigned by the cooperating teacher. In this field experience, the candidate is placed in the classroom where s/he will complete the Clinical Practice semester.

ED 449L Assessment III Lab (1)
This course will examine the assessment, evaluation, and uses of educational assessment and evaluation instruments in K-6 classrooms. The incorporation of impact projects in the Field Experience classes will be used to document skills in assessment and impact on student learning. This course runs concurrently with Student Teaching I, during which candidates work with whole-class instruction as well as with groups of students.

ED 450 Student Teaching II (12)
A specifically planned 15-week student teaching experience. *Prerequisite: Successful completion of ED 449 Student Teaching I.*

ED 451 Forum: Issues In Education (3)
This course explores issues in education, combining principles with practice during the internship semester. In this seminar, all students are active participants and have intellectual responsibilities to each other, as each student advances his/her understanding rather than merely absorbing a particular body of material.
ED 480 Special Topics in Education (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.
ED 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Permission of the department chair.*

ENGLISH (EN)

Completion of EN 101 and 102 or 104 with a minimum grade of "C" is required for graduation from the college.
EN 100 Writing in College (1)
This tutorial course instructs students in triads; it is to be taken at the same time as EN 101. Students have a weekly appointment with an English instructor to manage the writing process of the students' current course load. Students will also engage in computer-assisted instruction. Students are placed into this course based on their composition diagnostic information.
EN 101 English Composition I (3)
A course in the composing process emphasizing prewriting, writing, and revision and closely supervised practice in reading and writing expository essays. Students are taught that writing is a way of learning as well as a communication skill. Required of all full-time students in the first semester.
EN 102 English Composition II (3)
Research techniques and the writing of a research paper are included, in addition to continued practice in expository writing. English 102 or 104 is required of all students in the second semester. *Pre-requisite: EN 101*
Students achieve writing competency by:
Earning grades of "C" or above in both English 101 and 102 (or 104) or the equivalent.
EN 104 Introduction to Literary Studies (3)
A course in literary studies, including the writing of formal literary research papers and an introduction to literary genres. Strongly recommended for students intending to major in either the literature or the creative writing concentration of the English major, and for other students who desire intense literary exposure. May substitute for English 102. English 102 or 104 is required of all students in the second semester. *Pre-requisite: EN 101 (Offered each spring.)*
EN 201 Survey of English Literature I (3)
A survey of English literature before the Romantic Period with a major emphasis on the masterpieces. *Pre-requisites: EN 101-102*
EN 202 Survey of English Literature II (3)
A survey of English literature from the Romantic Period to the present. *Pre-requisites: EN 101-102*
EN 203 World Literature I (3)
An examination of thematic concepts reflected in the literature of Western heritage. Includes Homer and Sophocles. *Pre-requisites: EN 101-102*

EN 223 Writing Tutor (1)
The Writing Tutor course is designed for students who are or want to be Writing Center tutors. The course will expose the tutors to writing center theory as well as develop their abilities to assess and address the needs presented in a peer's paper. Tutors will be active participants in course development and create a personalized learning contract for their semester's work. Because of varied topics and individualized learning, the course can be repeated up to three times (designated by addition of letters to the course id to indicate different semesters of enrollment) *Pre-requisite: Instructor Permission.*

EN 224 Literary Workshop (1)
A laboratory class for the editor-in-chief and assistant editors of the campus literary magazine. May be taken for credit each semester for up to four semester hours. *Pre-requisites: EN 101-102*

EN 271 Business Communication (3)
A study of communication concepts as they apply to business, including written communication (email, memos, letters, reports, proposals), interpersonal communication, and oral presentation. *Pre-requisites: BS 101 (pre- or co-requisite), EN 101-102 (Offered each spring.)*

EN 300 Middle English Literature (3)
A study of Middle English literature with an emphasis on Chaucer's Canterbury Tales. *Pre-requisites: EN 101-102*

EN 301 Shakespeare (3)
A study of the major plays of Shakespeare with special emphasis on the tragedies and comedies. May be repeated up to six hours as content varies.
Pre-requisites: EN 101-102

EN 304 Restoration and Eighteenth Century British Literature (3)
A course in Restoration and Eighteenth Century literature with an emphasis on John Dryden, John Bunyan, Johnathan Swift, Alexander Pope, and Samuel Johnson.
Pre-requisites: EN 101-102

EN 305 Milton (3)
An intensive study of Milton's poetry with an emphasis on Comus, Samson, Agonistes, and Paradise Lost. *Pre-requisites: EN 101-102*

EN 307 Romantic British Literature (3)
A study of the major Romantic writers, including William Blake, William Wordsworth, Samuel Taylor Coleridge, George Gordon, Lord Byron, Percy Bysshe Shelley, and John Keats. *Pre-requisites: EN 101-102*

EN 309 Victorian Literature (3)
A study of the major Victorian writers, including Alfred Lord Tennyson, Robert Browning, and Matthew Arnold. *Pre-requisites: EN 101-102*

EN 310 - The Writing Process: Theory and Practice (3)
A course designed for students who are Writing Scholars in the Camaraderie of Writers Program. Participation is by invitation only. The course will expose the Writing Scholars to composition theory and advanced revision strategies. It will also develop their abilities to assess and address the needs presented in a peer's paper through written feedback and conferencing. Writing Scholars will be active and reflective participants in the course.

EN 311 Creative Nonfiction Writing (3)
An intensive course in writing with an emphasis on clear, direct prose. Particular consideration is placed on developing voice development, documenting personal experience, and writing as exploration of self and faith. *Pre-requisites: EN 101-102*

EN 313 Poetry Writing (3)
A workshop course in which students explore principles and techniques of poetry writing through reading and discussion of traditional and contemporary published

poets and apply those principles to their own poetry. Includes critical evaluation of students' original works by the instructor as well as the class. *Pre-requisites: EN 101-102*

EN 317 Short Story Writing (3)
The techniques and process of writing fiction with emphasis on the short story. Readings in published short stories and essays on the art of fiction. Students will write fiction and related forms (journals, autobiography). *Pre-requisites: EN 101-102*

EN 319 Renaissance Literature (3)
A course in sixteenth and seventeenth British literature with an emphasis upon writers of the Elizabethan and Metaphysical periods, including Phillip Sidney, Edmund Spenser, William Shakespeare (non-dramatic works), Ben Jonson, John Donne, and George Herbert. *Pre-requisites: EN 101-102*

EN 320 Contemporary Literature (3)
Focus on literature written during the postmodern era (approximately 1970-present). The course will include American and British writers, as well as authors reflecting a variety of national and cultural perspectives. *Pre-requisites: EN 101-102*

EN 321 Literature of the United States I (3)
Beginnings to 1865. Representative authors include Anne Bradstreet, Edgar Allan Poe, Nathaniel Hawthorne, Walt Whitman, and Emily Dickinson. *Pre-requisites: EN 101-102*

EN 322 Literature of the United States II (3)
1865 to 1945. Representative authors include Mark Twain, Kate Chopin, Robert Frost, and William Faulkner. *Pre-requisites: EN 101-102*

EN 323 Literature of the United States III (3)
1930 to present. Representative authors include James Baldwin, Flannery O'Connor, and Saul Bellow, *Pre-requisites: EN 101-102 with a minimum grade of C-*

EN 324 Twentieth Century British Writers (3)
Writers from England and Ireland from World War I to the present, concentrating on William Butler Yeats, T. S. Eliot, D. H. Lawrence, Virginia Woolf, and Seamus Heaney. *Pre-requisites: EN 101-102*

EN 325 Literary Magazine Editing (1)
An experiential course in editing of the literary magazine Q. Topics include evaluating manuscripts, magazine layout, copyediting, and printing arrangements. *Pre-requisites: EN 101-102 and permission of professor.*

EN 326 Writing Children's Literature (3)
An in-depth study of creative writing technique specific to children's literature. Participants will become familiar with current trends in children's literature, imitate a favorite author's work, read and discuss major children's novels, and draft/workshop/compose twenty pages of original children's literature. *Pre-requisites: EN 101-102*

EN 329 Outdoor and Nature Writing (3)
A writing workshop focused on the study of models and technique specific to writing about experiences in the outdoors in various genres. Models includes Thoreau, Muir, and Dillard. Emphasis is on description, personal expression, and voice. Out-of-classroom field trips and small fees may be required. *Pre-requisites: EN 101-102*

EN 341 Field Education (1-3)
Supervised practical experience provides students with an opportunity to integrate classroom instruction with on-the-job learning in various areas of English-related fields. *Pre-requisites: EN 101-102 and permission of professor.*

EN 401 Seminar in Literature (3)
A course in the drama, fiction, film, or poetry genre. Individual authors or significant literary movements may be covered. May be repeated up to six hours as content varies. *Pre-requisite: English 201, 202, 203, or 204.*

EN 402 Literary Criticism (3)
A course in the history and development of important critical literary theories from Plato to the present. Special emphasis will be given to a Christian approach to literature. *Pre-requisite: English 201, 202, 203, or 204. (Offered alternate years.)*
EN 405 The Imagination and Apologetics of C.S. Lewis (3)
This course will offer a comprehensive view of the works of C.S. Lewis with a focus upon how his imagination helped to shape his apologetics. In addition to reading selections from his letters, journals, poems, fiction, non-fiction, and apologetics, students will view and discuss important new video productions of Lewis' life in order to gain a perspective on the ideas, thoughts, and opinions of the most popular Christian author of the twentieth century. Because Lewis has powerfully influenced so many people, this course will explore his approach to making Christianity intellectually reasonable, theologically winsome, and spiritually compelling. While open to all students who have completed a sophomore level literature course, this course is designed in particular for students majoring in English and Bible and Religion. *Pre-requisite: English 201, 202, 203, or 204.*
EN 480 Special Topic in English (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.
EN 491 Senior Thesis (2)
Students will develop an extensive presentation or paper, according to their English major concentration—literature or creative writing. A committee which consists of the course professor, the concentration main professor, and one member chosen by the student will specify the thesis parameters, approve the topic at the beginning of the semester, and grade the final paper.

ENVIRONMENTAL STUDIES (ES)

ES 200 Introduction to Environmental Studies (3)
This course provides a broad foundational understanding of the field of environmental studies while using the environment as the integrating concept. Topics include environmental philosophy and theology, nature literature, environmental science and related issues, and environmental history, policy, and law. This course is open only to freshmen, sophomores, and transfer students, and it is designed specifically for students majoring in environmental studies. *Pre-requisite: BL 101.*
ES 201-202 Field Natural History I, II (2, 2)
This field-based course covers a broad range of topics useful for environmental educators, naturalists, and environmental biologists, including landscape ecology, taxonomy, geomorphology, winter ecology, and field meteorology. Although science-based, the course integrates discussion of seminal natural history literature into the class structure. Various methods for teaching natural history in the field will be demonstrated. Students develop a nature journal that chronicles seasonal changes in the natural world. *Pre-requisites: BL 101-102.*
ES 206 Ecology (4)
A course stressing the relationship of organisms to their environment including both living and nonliving factors. Topics include population dynamics, community interactions, energy flow, biogeochemical cycling, winter adaptation, and soil dynamics. Three hours lecture and three hours lab per week. *Pre-requisite: BL 101-102, or permission of professor.*

ES 230 Sophomore Science Seminar (0.5)
Science training in academic and professional skills. These courses will complement students' development at progressive levels of their program training.

ES 301 Physical and Environmental Geography (4)
This course will take an in-depth look at the geographic regions of the world known as biomes. The geological, topographical, and climatic dynamics of each area will be related to ecological integrations. The study of each biome will emphasize representative plant and animal species, as well as rates of successional change. Three hours lecture and three hours lab per week. *Pre-requisite: ES 206 or permission of professor.*

ES 302 Environmental Systems (3)
This course will utilize a systems approach to environmental analysis and management . Topics include positive and negative feedback, nutrient cycling, environmental fate and transport, and ecosystem management. Special emphasis will be placed on contemporary environmental management issues in the Southern Appalachians. *Pre-requisite: ES 301 or permission of professor.*

ES 305 American Ecosystems (4)
Ecological analysis of field study sites and public education facilities in selected biomes and life zones. Ecosystem comparisons will be developed with particular attention given to the survey of flora and fauna. This course will also study land management and public utilization of ecological regions. Special emphasis will be placed on environmental education programs that educate the public about each biome or life zone. Course location will vary with each offering. Fee. *Pre-requisite: ES 206 or permission of professor. (Offered on occasion, summers only.)*

ES 315 Freshwater Ecosystems (4)
Chemical, physical, and ecological features of biotic and aquatic systems in the mountains of Western North Carolina. Included are the use and development of chemical and biotic monitoring of freshwater ecosystems and population dynamics associated with nutrient level disruption. Three hours lecture and three hours lab per week. *Pre-requisite: BL 101-102; CH 201-202 or permission of professor. (Offered fall semesters, even-numbered years.)*

ES 340/BL 340 Research Methods (3)
Participation in faculty-supervised independent research project. Involves a literature review, data collection and analysis, the completion of a written research paper, and an oral presentation. *Pre-requisite: Senior standing or permission of professor.*

ES 341 Practicum (1-3)
Supervised practical experience provides students with the opportunity to integrate classroom instruction with on-the-job learning in areas of environmental studies-related fields. *Pre-requisite: permission of the department.*

ES 421-422 Naturalist Practicum I, II (2, 2)
A course to enhance and develop environmental studies and skills through experiences that will integrate previous learning as a bridge to the learner's future. The student will initiate and direct a contract of the project to enhance personal strengths and diminish personal weaknesses. *Pre-requisites: BL 211-212, and ES 206, or permission of professor.*

ES 440/BL 440 Senior Project or Internship (honors option) (3)
Students are responsible for a project/internship design and proposal. Employment is pursued through a student job search. This project is typically developed during the junior year, employment is during the summer, and the final project presented during the senior year. A research-based project may be considered for honors recognition. All proposals and evaluation of projects will be approved through the Environmental Studies Review Committee.

ES 445 Senior Science Seminar (1)
Science training in academic and professional skills. These courses will complement students' development at progressive levels of their program training. *Pre-requisite: ES 230 or permission of professor.*
ES 460 Field Studies (1-6)
This variable topic course offers an immersion experience for the purpose of studying specific environments. Course is usually offered during the semester, but during brief, concentrated periods, such as weekends or academic breaks. On occasion, the course is offered during the summer. After attending one or more mandatory pre-trip meetings, students will participate in a study trip to the site. Fee, varies by topic. *Pre-requisite: ES 206 or permission of professor.*
ES 480 Special Topics (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisite: Permission of department chair.*
ES 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

FRENCH (FR)

Any student with two or more years of high school French must take a placement exam in order to enroll in a language course for credit. Language courses must be taken in sequence since, with the exception of the first course in the sequence, each language course has a pre-requisite. Students may not register for the intermediate level without either placing into it by examination or first completing the elementary sequence successfully.

Students who enroll in the elementary or intermediate language sequences are strongly encouraged to take them in consecutive semesters with no time lapse between the courses in that sequence. In the event that a student's course of study should prevent that continuity, one semester is the maximum time lapse allowed for completing the second part of the sequence. A lapse of more than one semester, in most cases, will necessitate repeating the first part of the sequence unless the student can demonstrate competency in the skills required. Native speakers who wish to take French or Spanish for credit may not enroll in any course below the 300-level.

Enrollment in upper-level French courses is contingent upon sufficient enrollment.

FR 101-102 Elementary French I, II (3, 3)
A course for those who have had less than two years of high school French or whose proficiency examination score does not permit them to enter the 200 level. Included are the basic principles of French grammar and pronunciation with special emphasis on conversation.
FR 201-202 Intermediate French I, II (3, 3)
This course includes a review of grammar, intensive study of irregular verbs, conversation, dictation, and translation from the standard authors. *Pre-requisites: French 101-102 (or two years of high school French and placement test) and permission of professor.*

FR 303-304 Advanced Conversation and Composition I, II (3, 3)
A detailed study of the fundamentals of French usage, oral and written. Training in correct pronunciation is stressed in conversation based on practical subject matter of everyday life in France and French-speaking countries. *Pre-requisites: French 201-202 or equivalent, and permission of professor.*

FR 305-306 Selected Readings in French Literature I, II (3, 3)
Courses for those able to read French literature. Selections of short stories and drama are used, literary interpretations are included. *Pre-requisites: French 201-202 or equivalent, and permission of professor.*

GEOGRAPHY (GG)

GG 313 World Cultural Geography (3)
A study of the geographic features, national and international boundaries, geographical basis of economic production, and cultures of the world.

GREEK (GR)

GR 201-202 New Testament Greek I, II (3, 3)
Fundamentals of New Testament Greek emphasizing grammar, reading skills, and translation of simple passages. Course not open to freshmen. *(Offered alternate years.)*

GR 303 Greek Grammar and Syntax (3)
An intensive review of vocabulary, grammar, and syntax that provides an introduction to the principles of exegesis. *Pre-requisites: Greek 201-202.*

GR 304 Greek Exegesis (3)
A study of the Greek text of a New Testament epistle in its historical setting with attention given to sentence structure, doctrines and patterns for Christian living. *Pre-requisite: Greek 303.*

GR 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

HEALTH (HL)

HL 101 Health (3)
Includes functions and structures of the human body; nature of disease and care of the body; local, state, national and international health agencies, and services available; and processes and objectives of healthful living.

HL 102 Advanced First Aid (3)
This course prepares the student to respond to a variety of urban and backcountry medical emergencies. Students who qualify receive certification in American Red Cross Standard First Aid and CPR. *(Offered spring semesters, alternate years.)*

HEBREW (HB)

HB 303-304 Elementary Biblical Hebrew I, II (4, 4)
An introduction to the basic elements of biblical Hebrew vocabulary and grammar, introduced through workbook translations and exercises. Includes a conversational Hebrew lab.

HISTORY (HS)

HS 101,102 A History of World Civilization I, II (3, 3)
A survey course providing a summary of important economic, political, religious, and social forces from the beginning of earliest civilizations. A world perspective is offered, involving the study of non-Western cultures, emerging nations, and contemporary interdependence. One semester of HS 201 or 202 may be substituted for one semester of HS 101 or 102.

HS 171-172 Advanced World Civilization I, II (3, 3)
Courses designed to challenge students of proven ability to greater reading in history and to a deeper understanding of underlying issues in the study of world history. Enrollment by invitation only. Fulfills requirements of HS 101 and/or 102. *(Offered on demand.)*

HS 201,202 United States History I, II (3, 3)
A summary of important economic, political, religious, and social forces in the history of the United States from the pre-revolutionary period to the present with an emphasis on major events and themes in North Carolina history.

HS 301 Church History (3)
A survey of the Christian movement in history, its beliefs, institutions, and worldwide expansion. Special emphasis will be given to historic forms of service and ministry in the world. *Pre-requisites: HS 101,102 (or 171-172), BB 101 and BB 102 or 103, or permission of professor.*

HS 302 History of Political Philosophy (3)
A survey of political thought from the Greek city-states to the political philosophers of the twentieth century. *Pre-requisites: HS 101,102 (or 171-172).*

HS 303 Social and Intellectual History of the United States (3)
A study of American life, emphasizing important social and intellectual movements and their effects on American culture. *Pre-requisites: HS 101,102 (or 171-172). (Offered alternate years.)*

HS 304 United States Constitutional History (3)
The evolution of the federal constitution from national supremacy and dual sovereignty, with special emphasis upon the constitutional significance of the post-Civil War amendments, through the federal constitutional development in the fields of business regulation, federal-state relations, civil liberties, and civil rights. *Pre-requisites: HS 101,102 (or 171-172). (Offered alternate years.)*

HS 306 History of Russia (3)
An examination of the political, economic, social, and intellectual development of Russia. *Pre-requisites: HS 101,102 (or 171-172). (Offered every third year.)*

HS 310 History of Science and Technology (3)
An examination and analysis of significant scientific and technological innovations that have had profound impact on the development of civilization. The thesis explored is that technological breakthroughs and the societal "paradigm shifts" which are subsequently engendered are the driving forces which shape society. The course embraces a global perspective and places particular emphasis on cross-cultural developments that have triggered technological and scientific progress. *Pre-requisites: HS 101,102 (or 171-172). (Offered alternate years.)*

HS 320 Early Modern Europe (3)
A survey of some of the main currents in political, social, and intellectual history from the early seventeenth century through the late eighteenth century, with particular attention given to selected "revolutionary" political and intellectual movements such as the English Revolution, the emergence of modern science, the Enlightenment, and the French Revolution.

HS 321 Modern Europe (3)
The history of Europe from the French Revolution to World War I. Special attention is paid to social and cultural developments, including the rise of industrial society, ideologies and protest movements, nation-building, mass politics, materialism, and the *fin de siecle* [end of the 19th century] revolution in art and thought.

HS 322 European Colonialism, Imperialism and Decolonization (3)
This course examines the social, cultural, and political implications of European colonialism, imperialism and decolonization from 1492-1998.

HS 401 American Revolution and Early National Period 1763–1815 (3)
A study of the Revolution, Critical Period, new Constitution, new government, rise of Jeffersonian democracy, and second War for Independence. *Pre-requisites: HS 201,202. (Offered alternate years.)*

HS 402 American Nationalism and Sectionalism 1815–1861 (3)
A study of the period of national growth after the War of 1812 and the development of the antebellum sectional issues that evolved into the Civil War. *Pre-requisites: HS 201,202. (Offered alternate years.)*

HS 403 Europe in the Middle Ages (3)
The origins and nature of Medieval civilization with emphasis on Roman, German, Byzantine, and Arab influences which worked to create it and subsequent expansion of government, church, business, and city life. *Pre-requisites: HS 101,102 (or 171-172). (Offered every third year.)*

HS 404 The Twentieth Century World (3)
A course which examines those forces that have influenced our present century, as represented in two world wars, growth of political ideologies, bipolarity and polycentric political and economic tendencies. De-colonization, Third World developments and dilemmas, and present-day economic, social, and political structures are included. *Pre-requisites: HS 101,102 (or 171-172). (Offered alternate years.)*

HS 405 History of Ancient Greece and Rome (3)
A study of ancient civilization including the formation of the Greek people, Athens, Sparta, the Persian and Peloponnesian wars, Philip and Alexander, Hellenic and Hellenistic philosophy, Etruscans, rise of the Roman Republic, Punic Wars, Pax Romana, spread of Christianity, and decline and fall of Rome. *Pre-requisites: HS 101,102 (or 171-172). (Offered alternate years.)*

HS 406 Renaissance and Reformation (3)
A cultural history of Europe from the fourteenth through the seventeenth centuries probing the origins of the modern Western mind. Sympathetic attention will be given to artistic and ethical values; to religious, philosophical, and scientific worldviews; and to exploration, war, politics, and socioeconomic circumstances. *Pre-requisites: HS 101,102 (or 171-172). (Offered alternate years.)*

HS 407 The American Civil War (3)
An in-depth military and political study of America's greatest epic and tragedy, the American Civil War. The course focuses on the period 1850 to 1865. Special reliance will be placed upon the use of primary documents. *Pre-requisites: HS 101,102 (or 171-172). (Offered alternate years.)*

HS 409 The Second World War (3)
A military, political, and social overview of the Second World War with special emphasis placed upon global perspectives. Extensive use will be made of primary documents in a variety of mediums. *Pre-requisites: HS 101,102 (or 171-172). (Offered alternate years.)*

HS 410 U.S. History Since 1945 (3)
This course will examine post-World War II America from the end of the war to the present. Important political, cultural, social, economic and religious developments in post-war America are explored. Themes include international relations from the

atomic bomb to terrorism, the Cold War both at home and abroad, the nature of the modern presidency, liberalism and conservatism as dominant political ideologies, consumerism and popular culture, prominent social movements and cultural revolutions of the Sixties, and the place of religion in American life.

HS 480 Special Topics (1-3)

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

HS 481 Directed Study and Research (1-3)

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

HS 491 Senior Thesis (3)

After a survey of the study of history, the student will engage in a personal research project from a Christian perspective. *Pre-requisites: HS 101,102 (or 171-172). (Required of all history majors in the senior year.)*

HUMAN SERVICES (HU)

HU 101 Introduction to Human Services (1)

A survey of the many aspects of human services, including history, current events, future trends, theoretical approaches, counseling skills, professional identity, and the world of work.

HU 241 Field Experience (1)

A Human Services major must fulfill the specified requirements of this course once by the end of the junior year before the internship experience. Field experience consists of hands-on opportunities in various human service-related events or organizations. The student's advisor makes available specific requirements and opportunities as determined by the Human Services department. *Pre-requisite: Acceptance into the Human Services major.*

HU 300 Child and Adolescent Development (3)

An overview of the physiological, cognitive, psychosocial, and spiritual aspects of development from conception through age 18. *Prerequisite: PY201 or PY 202 and a minimum of sophomore standing.*

HU 305 Adult Development and Aging (3)

An overview of the physical, cognitive, social, spiritual, and emotional aspects of adult development. *Pre-requisites: PY 201 or PY 202 and a minimum of sophomore standing.*

HU 315 Abnormal Psychology (3)

A survey of the current categories of abnormal behavior emphasizing symptoms, major theories of causality, and current treatment methods. *Pre-requisite: PY 201 or PY 202.*

HU 412 Theories and Principles of Counseling (3)

An examination of several of the major theories of counseling in working with individuals, families, and small groups. Included are principles and techniques utilized in assessment, crisis intervention, contracts, and development of the therapeutic relationship. A skills component is also included. *Pre-requisite: PY 201 or PY 202.*

HU 490 Senior Seminar (3)

Examines the curricular themes of epistemology, human nature, and application of psychological theory in order to answer major Christian worldview questions (what is

success in life, how do I become more Christ like, etc.). *Pre-requisites:, junior standing or above..*

HU 341 Practicum (1-3)

Supervised field education provides the student with practical on-the-job training in various areas of human service-related fields. Each field education experience is administered by the field education advisor and the supervising facility. Field education may be taken more than once.

HU 441 Internship (3)

Supervised internship provides the student with the opportunity to integrate classroom instruction with practical on-the-job learning in various areas of human services related fields. This course is normally taken in the summer after the junior year. *Pre-requisites: HU 210, IS 310, 12 hours of course work completed at the 300 level or above in the major.*

HU 480 Special Topics (1-3)

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

HU 481 Directed Study and Research (1-3)

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

INTERDISCIPLINARY STUDIES (IS)

IS 102 Foundations of Faith and Learning (2)

This course is designed to facilitate the transition to college by introducing and examining the relationship between faith and learning in light of the College's mission. Topics include the value and role of Christian education, the nature and purpose of an academic community, academic skills and planning, learning styles, advising, and how faith informs and expresses itself in life. The course will include content selected from the instructor's academic discipline to be explored from a Christian perspective and to serve as a basis to demonstrate academic competence. This course is required of all students entering college as first-time freshman as well as transfer students with less than 12 hours of academic credit

IS 202 Modern Secular-Christian Worldviews (3)

An interdisciplinary course examining the worldviews, trends, and problems of twentieth-century Western humankind. A Christian worldview and secular thought will be contrasted in several areas, including science and modern literature. *Prerequisite: HS 101-102.*

IS 210 Pre-Practicum (1)

The purpose of this course is to prepare students for the practicum experience. Topics included are internship selection, making the most of the internship, resume building and facing internship challenges.

IS 251 Academic Studies Abroad (1-6)

Selected academic topics—biblical, business, historical, linguistics, literary, mathematics, and science—with emphasis on their relationship to physical and cultural settings. Residence abroad. Normally offered during breaks and summer sessions. *(Offered on demand.)*

IS 302 Philosophy of Leadership (3)

This is an interdisciplinary course designed to stimulate thinking about leadership qualifications, styles, principles and practices. Emphasis will be placed on developing

a personal philosophy of leadership that draws from life experiences, various historical theories, and the Biblical model of Jesus. *Junior standing is strongly recommended.*

IS 306 Science and Philosophy of Origins (3)

This course will investigate the current scientific theories of the origin of the universe, the solar system, life and humanity from both a naturalistic and a theistic viewpoint. Various positions taken by Christians will be discussed and the students will have the opportunity to formulate their own view in a paper to be submitted and discussed at the end of the course.

IS 310 Pre-Internship (1)

The purpose of this course is to prepare students for the practicum/ internship experience. Topics included are internship selection, making the most of the internship, resume building, and facing internship challenges.

IS 341 Practicum (1-3)

A supervised learning experience that provides one with initial exposure to relevant professional activities. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of three hours may be used to satisfy degree requirements. Prerequisite: Permission of the student's advisor and the BRIS department chair or designee.

IS 421 Leadership Practicum (3)

This course allows leadership minor students to apply the theories learned during specified leadership courses in an active leadership role. Students may serve in a variety of leadership positions in college-approved organizations (such as SGA, SCA, or FCA) as resident assistants, or as captains of varsity athletic teams. The position is for a minimum of one year. Each student must recruit a voluntary advisor within his or her discipline who will serve as counselor and evaluator of the student's leadership performance. Students are required to keep a journal of activities during the term, including lessons learned. Each student prepares, with the approval of the advisor, an evaluation form to include a mission statement, objectives and goals, performance measures, corrective actions, and outcomes. *Prerequisite: Twelve hours of course work in the theoretical and applied leadership minor.*

IS 441 Internship (3)

An intensive, quality, structured learning opportunity that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of six (6) hours may be used to satisfy degree requirements. Prerequisite: Permission of the student's advisor and department chair or designee. *Pre-requisite: IS 310*

IS 451 Council for Christian Colleges and Universities Internships (1-6)

In cooperation with the council, students may participate in internships in Washington, D.C. (through American Studies Program), Hollywood (through Los Angeles Film Studies Program), Martha's Vineyard, Massachusetts (through the Contemporary Music Center), or Costa Rica (through Latin American Studies Program). Students will be placed in appropriate studies-related work situations. *Pre-requisite: Permission of the Senior Vice President and Provost. See "Special Programs" for more information*

IS 460 Council for Christian Colleges and Universities Seminars (6-8)

In cooperation with the council, students examine selected topics relevant to the American Studies Program, Los Angeles Film Studies Program, Contemporary Music Center, or Latin American Studies Program. *Pre-requisite: Permission of the Senior Vice President and Provost. See "Special Programs" for more information.*

IS 461 Philosophy of Faith and Learning Seminar (2)

A course designed to help students define their personal Christian philosophy of life by integrating faith and learning. Students are challenged to explore their Christian calling

and to consider ways in which they can exert Christian influence in the world today. *Pre-requisite: Senior standing or permission of professor.*

IS 480 Special Topics (1-3)

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

IS 481 Directed Study and Research (1-3)

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

IS 490 Bibliography for Research (1)

Recommended to be taken the semester before the senior thesis is due in order to select a topic and appropriate sources in preparation for the senior thesis. Thorough searching for sources in the library network, electronic resources, and other libraries. Taught by a librarian in collaboration with the thesis advisor.

IS 491 Senior Thesis (3)

Students develop an extensive paper under the direction of a faculty member that demonstrates their ability to do senior-level research and writing on a specialized topic in theology, philosophy, or cross-cultural studies. A committee comprised of the course professor, another member of the division, and a member chosen by the student evaluates and grade the thesis.

MATHEMATICS (MT)

MT 101 Introduction to Mathematics (3)

A survey of mathematics including a sampling of topics from the history of mathematics, logic, set theory, algebra, geometry, number theory, business math, and other topics.

MT 114 Elementary Probability and Statistics (3)

A non-calculus course designed to introduce elementary concepts in descriptive statistics, probability, sampling distributions, linear regression, correlation, estimation, and hypothesis testing. Applications taken from a variety of disciplines including social sciences and business. Analyses of observed data are performed manually, by calculator, and by computer. *(Offered each semester.)*

MT 121 College Algebra (3)

A course that explores fundamental concepts of algebra including properties of real numbers, equations and inequalities, polynomial and other algebraic functions and their graphs. Additional topics may include solving systems of equations and inequalities, matrices and determinants, conic sections, etc. *Prerequisite: Grade of B or above in high school algebra II or the equivalent.*

MT 122 College Trigonometry (3)

A course that explores exponential and logarithmic functions as well as fundamental concepts of trigonometry. Topics covered will include triangle trigonometry, the trigonometric functions, their inverses, and their graphs. Trigonometric equations and trigonometric identities will be explored as trigonometry is applied to various situations. *Prerequisite: Grade of B or above in high school Algebra II or the equivalent.*

MT 191 Applied Calculus I (4)

Differential and integral calculus of the polynomial, logarithmic, and exponential functions, including limits and continuity; rules of differentiation and integration; applications in the life sciences and business, including maximum/minimum problems

and related rates; and the fundamental theorem of calculus. *Prerequisite: Grade of C or above in MT 121 or a grade of B or above in high school algebra II or equivalent.*

MT 192 Applied Calculus II (4)

A continuation of Calculus I that includes trigonometric functions, techniques of integration, functions of two and three variables, differential equations, sequences and series, and probability. Applications will continue to be emphasized. *Prerequisite: MT 191 and 122 or high school equivalent.*

MUSIC (MS)

MS 100 Seminar in Music Performance (1/2)

Required weekly attendance for all music majors enrolled in applied music. An important venue for weekly performances, it includes attendance at local area music productions. Successful completion required each semester of enrollment.

MS 101 Introduction to Music (3)

An introduction to materials and properties of music, musical media, and categories of musical literature with a concentration in music of the Baroque, Classical, Romantic, and Modern eras.

MS 103 Beginning Class: Piano (2)

Intended for students who have not previously studied piano. In addition to mastering note reading and playing simple pieces, students develop the ability to play chord progressions, harmonize simple melodies, and explore other keyboard capabilities.

MS 104 Beginning Class: Voice (2)

Intended for students who have not previously studied voice. Students learn basic concepts of producing good sound including proper breath management, good diction, and developing the full range of voice. Opportunity to sing for and listen to colleagues is an important aspect of this course.

MS 105 Beginning Class: Guitar (2)

Intended for students who have not previously studied guitar. Students learn to play notes and chords, read music notation, play simple music from several styles, and do a variety of other guitar-related activities.

MS 113-114 Music Theory I, II (4, 4)

A comprehensive study of musical notation, key signatures, scales, intervals, triads, and seventh chords. Additional emphasis on melodic and harmonic analysis, melodic and harmonic dictation, sight singing, and four-part harmony. To be taken in fall/spring sequence.

MS 121 Survey of Music Business I (3)

This course provides core knowledge of current business, legal and marketing practices unique to the music industry. Topics include music publishing, recording, marketing and distribution.

MS 122 Survey of Music Business II (3)

This course provides core knowledge of current business, legal and marketing practices unique to the music industry. Topics include artist management, concert promotion, and arts administration.

MS 141-142, 241-242 Applied Piano (1, 1, 1, 1)

Students are accepted at various levels of proficiency, and their ability to play the piano in a musical way is further developed. Piano literature selected is suited to the capacity of the student and consists of art music pieces from the Baroque era to the present. Some popular music of the student's choosing may be included. Some studio class and concert attendance requirements included. *Fee $95.*

MS 143-144, 243-244 Applied Voice (1, 1, 1, 1)

Emphasis is placed on the use of the voice as a natural instrument. The ultimate goal is an artistic style of singing that includes beautiful tone and dependable technique. As

the voice is developed, literature suited to the capacity of the student and drawn from the best works of great masters is studied. Some popular music of the student's choosing may be included. Some studio class and concert attendance requirements included. *Fee.*

MS 145-146, 245-246 Applied Organ (1, 1, 1, 1)

The course includes a thorough grounding in registration, means of expression necessary to minimize the highly mechanical nature of the instrument, and pedal technique. The choice of music is determined by the capacity of the student and the instrument being played. *Fee. Pre-requisites: Moderate level of piano proficiency and permission of professor.*

MS 147-148, 247-248, 347-348, 447-448 Applied Music (1)

Instrumental: Guitar, Clarinet, Flute, Saxophone, Violin, Viola, Cello, Percussion, Folk Strings. A study of technique and literature open to students of all levels of proficiency. Some studio class and concert attendance requirements included. *Fee.*

MS 151 College Choir (1)

A select choral group of mixed voices that explores all historical and stylistic music that brings praise to the Lord. The choir presents public concerts, regional tours, and participates in chapel and church services, convocations, and other events. Purchase of formal wear is required.

MS 152 Opera Scenes Workshop (1)

An ensemble class designed for voice majors. Others accepted by audition. Students perform opera scenes by a variety of composers. Weekly rehearsals throughout most of the semester, daily rehearsals during the week prior to performance, and one or two performances. Students are expected to memorize their parts, some of which may be in foreign languages. *(Offered spring semesters of even-numbered years, contingent upon sufficient enrollment.)*

MS 153 Guitar Ensemble (1)

Intended for students with some experience in reading music and playing classical guitar. Students will develop skills that enable them to perform classical music on a challenging level in an ensemble setting. The ensemble will be expected to perform at events on and off campus. Prerequisite: Music 105, 147, or permission of instructor. Materials: Classical guitar, footstool, and music as needed.

MS 154 Instrumental Chamber Ensemble (1)

An ensemble for students with some prior study and ensemble experience on a string or woodwind instrument. The ensemble meets twice per week, and may be expected to perform occasionally on or off-campus. Pre-requisite: 2 years of study on the instrument, or permission of professor.

MS 156 Accompanying (1)

A repeatable course designed primarily to fulfill ensemble requirements for Piano majors. Emphasis on development of sight reading, listening, and ensemble skills needed for effective accompaniment. Includes supervised collaboration with student soloists and ensembles, and some performances. Pre-requisite: permission of professor.

MS-206 Rhythm Studies (3)

This course will investigate the nature of rhythm observed from a rainbow of musical idioms. The idioms used for study will be determined by the students' own prior musical experiences, their main fields of study, and the instructor's recommendations. Topics include clave, hemiola, polyrhythm, north and south Indian rhythm and counting, and time. The topic of time will include timekeeping; metronome and click track techniques, and feel.

MS 213-214 Music Theory III, IV (4, 4)

A continuation of Music 113-114. Topics include part writing, modulation, transposition, and twentieth-century analytical techniques; advanced melodic and harmonic dictation,

sight singing. To be taken in fall/spring sequence. *Pre-requisite: MS 113, 114 or permission of professor.*

MS 251 Chamber Choir (1)

A choral ensemble that explores challenging repertoire from the Renaissance to the twenty-first century, the choir performs in concerts with the Concert Choir as well as in chapel and church services, madrigal dinners, and other functions. Above average sight-singing and vocal abilities necessary. Successful audition required. *Co-requisite: MS 151 or permission of the instructor.*

MS 261- 262 Music Business Seminar (1,1)

This course focuses on the integration of interdisciplinary theoretical and practical knowledge and experience relevant to the multi-faceted music business industry. Class activities include field trips and guest lectures as well as a semester research project that is relevant to some aspect of the music business field. Enrollment required for all music business majors. *(Offered each semester.)*

MS 301 Computer Applications in Music (3)

An introduction to hardware and software applications for the musician's use. Topics include the use of MIDI for record, playback, sequencing, arranging and preparation of music for publication, composition, and the use of Web and Internet resources for musicians. *Pre-requisite: MS 113 or permission of professor. (Offered spring semesters of off-numbered years.)*

MS 303 Special Topics Seminar (3)

Emphasis on topics of interest in either keyboard or voice disciplines.

MS 305 Survey of Musical Styles I (3)

The student will gain a basic historical and stylistic understanding of music from the Classic period to the 21st century. Emphasis will be placed on knowing the major musical figures in these eras as well as being able to identify the musical elements and concepts that characterize each period. *(Offered fall semesters of even-numbered years)*

MS 306 Survey of Musical Styles II (3)

The student will gain a basic historical and stylistic understanding of music from antiquity through the Baroque period. Emphasis will be placed on knowing the major musical figures in these eras as well as being able to identify the musical elements and concepts that characterize each period. *(Offered spring semesters of odd-numbered years.)*

MS 307 History of Congregational Song (3)

This course is an informational and useful survey of the most-incorporated tool in Christian worship: congregational song. Particular focus will be given to establishing the student in a thorough knowledge of the singing history of God's people in America since the 17th century via a study of the specific musical genres represented during this period: psalm singing, hymns, gospel songs, spirituals, scripture songs, praise and worship songs, and service music.

MS 311 Service Playing I (2)

The development of practical skills in preparation for service as church organists, including in-depth study of hymn playing, selection of music for various parts of worship services, weddings and funerals, and music appropriate to the seasons of the liturgical year. *Prerequisite: MS 145, 146, 245, and 246 or equivalent organ study.*

MS 312 Service Playing II (2)

Continued development of practical organ skills, including conducting from the console, arranging orchestral and piano scores for the organ, how to work with soloists and instrumentalists, and a survey of the support available through organizations and continuing education classes. *Prerequisite: MS 311.*

MS 313-314 Piano Literature I, II (2, 2)
A chronological study of the classical piano repertoire, with emphasis on the shorter solo works from each historical period. *(Offered alternate years.)*

MS 315-316 Diction for Singers I, II (2, 2)
Study of the International Phonetic Alphabet and its application to the pronunciation of English, Italian, Latin, German, and French. Emphasis on application of principles of pronunciation to texts in voice literature. *(Offered alternate years.)*

MS 317 Form and Analysis (3)
Topics include formal musical designs such as binary, ternary, sonata, rondo, and variation. Includes listening, analysis, and written assignments. *(Offered fall semesters of odd-numbered years.)*

MS 319 Arranging (3)
Instrumentation, notation, song writing, and other compositional issues related to the creation and adaptation of music for use in worship and other musical environments. Development of skills to provide the student with the musical versatility to flourish within various musical situations. *Pre-requisites. MS-113 and MS-114 or permission of professor.*

MS 321 Audio Recording Techniques (3)
Introduction to the equipment of the recording studio and its use, audio session procedures, and guided experiences in recording. Emphasis on independent recording projects using multi-track recording, sequencing, signal processing, and MIDI technologies. Includes an overview of acoustics and sound in church and/or performance settings..

MS 323-324 _ Keyboard Pedagogy I, II (2,2)
This course covers current pedagogical piano methods and literature; easy original classical repertoire; studio policies and student recruitment; and skills neede for teaching of technique at various levels. Requires supervised teaching, observation of area teachers, evaluation/comparison of method series, and some participation in the local piano teachers' organization.

MS 341-342, 441-442 Applied Piano (1-2, 1-2, 1-2, 1-2)
A continuation of MS 141-142, 241-242. Advanced playing techniques are studied. Emphasis on pedagogy, interpretation, mechanics of sound production, and physiological aspects of keyboard playing. Literature includes that from the Baroque through the Modern eras. *Fee. Pre-requisites: Successful completion of 200-level piano instruction and permission of professor.*

MS 343-344, 443-444 Applied Voice (1-2, 1-2, 1-2, 1-2)
A continuation of MS 143-144, 243-244. Advanced techniques of singing are studied. Emphasis on pedagogical and scientific aspects of the singing art. Literature includes that from classic and Romantic era opera and art song. *Fee. Pre-requisites: Successful completion of 200-level voice instruction and permission of professor.*

MS 345-346, 445-446 Applied Organ (1-2, 1-2, 1-2, 1-2)
A continuation of MS 145-146, 245-246. Studies include advanced techniques in registration and pedaling. Emphasis on service playing, and artistic and interpretive aspects of the organ. Literature drawn from Renaissance to Modern repertory. *Fee.*

MS 354 Contemporary Ensemble (1)
An ensemble for advanced music students who wish to explore and perform rock, pop, country and other contemporary music styles. The ensemble will meet twice per week and will be expected to perform both on and off campus. Pre-requisite: Reserved for junior and senior music students who have successfully completed at least two semesters of applied instruction and ensemble unless approved by the instructor. An audition is required.

MS 361- 362 Music Business Seminar (1,1)
This course focuses on the integration of interdisciplinary theoretical and practical knowledge and experience relevant to the multi-faceted music business industry. Class activities include field trips and guest lectures as well as a semester research project that is relevant to some aspect of the music business field. Enrollment required for all upper-division music business majors. *(Offered each semester.)*

MS 401 Choral Conducting (2)
A study of basic conducting patterns, techniques, and rehearsal procedures. Laboratory experiences are concerned with learning about music through the rehearsal and study of choral literature. Emphasis is placed upon gestural technique and score study to effectively communicate characteristics of style and the performance practice of music from various musical periods. *(Offered fall semesters of odd-numbered years.)*

MS 405 Choral Methods (2)
The exploration of literature, methods, and leadership necessary for leading a choir in church or school. *Pre-requisites*: MS 401, vocal training, and keyboard proficiency required of the music and worship arts majors.

MS 411-412 Advanced Organ Literature III, IV (2, 2)
A continuation of MS 311-312/313-314. Chronological study of the principal repertoire for keyboard instruments. *(Offered alternate years.)*

MS 415-416 Voice Literature I, II (2, 2)
A comprehensive chronological study of voice literature, from the seventeenth to the twentieth centuries. Songs in English, German, French, and Italian are included. *(Offered alternate years.)*

MS 418 Voice Pedagogy (3)
Techniques and principles of teaching voice. Physiology of correct vocal production and available pedagogical literature. Other topics include operational aspects of studio voice teaching, computer software programs to enhance teaching or management, professional associations for voice teachers. *Pre-requisite: Two years of voice study. (Offered fall semesters of odd-numbered years.)*

MS 421 Advanced Music Business
This course builds on core music industry knowledge established in MS 121/122, synthesized with principles established in BS 201/202, BS 203, BS 209, BS 230, BS 309 and BS 312. The purpose of this course is to develop a functional, in-depth understanding of the current music industry with regard to music publishing, recording, marketing and distribution, and to foster innovative approaches to current challenges and opportunities in the industry. Topics include: music publishing, recording, marketing and distribution. *Prerequisites: MS 121, MS 122, MS 261, MS 262, MS 361, MS 362, BS 201/202, BS 203, BS 209, BS 230*

MS 422 Advanced Music Business
This course builds on core music industry knowledge established in MS 121/122, synthesized with principles established in BS 201/202, BS 203, BS 209, BS 230, BS 309 and BS 312. The purpose of this course is to develop a functional, in-depth understanding of the current music industry with regard to music publishing, recording, marketing and distribution, and to foster innovative approaches to current challenges and opportunities in the industry. Topics include: artist management, concert promotion, and arts administration. *Prerequisites: MS 121, MS 122, MS 261, MS 262, MS 361, MS 362, BS 201/202, BS 203, BS 209, BS 230*

MS 431_ Pedagogy Practicum (1,1)
A capstone course for Piano Pedagogy majors. Includes supervised teaching throughout the semester, field observations, participation in local piano events, study of studio policies and the business aspects of independent teaching.

MS 451 Internship in Music Business (2)
In-depth experience in selected music industry tailored to the ability and needs of individual students. *Pre-requisites: Junior standing.*

MS 461- 462 Music Business Seminar (1,1)
This course focuses on the integration of interdisciplinary theoretical and practical knowledge and experience relevant to the multi-faceted music business industry. Class activities include field trips and guest lectures as well as a semester research project that is relevant to some aspect of the music business field. Enrollment required for all upper-division music business majors. *(Offered each semester.)*

MS 480 Special Topics (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

MS-485 Senior Studies in Music Business (3)
This is a capstone course designed to integrate knowledge and experience established throughout the music business curriculum. Students will develop a unique and practical plan for a viable, music-related venture or develop a solution to a problem or issue related to the industry. Students will be expected to demonstrate the ability to practice innovation, establish a productive team and work schedule and produce a compelling and viable plan that includes an effective marketing strategy.

OUTDOOR EDUCATION (OE)

OE 103 Survey of Outdoor Education I (3)
This course is the first of a two-course sequence that introduces students to foundational topics in outdoor education. Topics include key terms, core competencies of professional outdoor educators and leaders, historical trends, facilitation and processing skills, environmental stewardship, teaching strategies, career options and participation in and development of integrated outdoor experiences. A variety of teaching methods including discussion, field experiences, movies, books, and articles will be used. Students begin development of a portfolio that will continue to develop throughout the program of study. Students are required to attend out of class experiences that complement the theoretical content. *Fee*

OE 104 Survey of Outdoor Education II (3)
This course is the second of a two-course sequence that introduces students to foundational topics in outdoor education. Topics covered include leadership in theory and practice, judgment and decision-making, values and ethics, parks and protected areas, program management, risk management, challenge course leadership and expedition planning. Students will be exposed to guest speakers representing various career options. A variety of teaching methods including discussion, field experiences, movies, books, and articles will be used. Students continue development of a portfolio that illustrates the courses, internships, minors, and certifications they plan to obtain during their program of study. Students are required to attend out of class experiences that complement the theoretical content. *Fee*

OE 180 Discovery Wilderness Expedition (4)
An 18-22- day wilderness expedition that may include backpacking, rock climbing, whitewater canoeing, camping, route finding, a solo experience, and a personal challenge event. Through these experiences, students focus on individual and group development in four core areas: stewardship, discipleship, community, and leadership. Emphasis is on spiritual growth and Christian fellowship. A reflective paper will be required. Discovery is a physically challenging course but possible for participants in

average physical condition. Challenge and risk are part of the teaching methodologies of the program, and although managed to provide as much safety as possible, all risks cannot be removed. Completion of OE 180 is required in the first year for OE/OM majors. Completion of OE 180 will fulfill one PE credit requirement. *Fee.*

OE 181 Wilderness Journey for First Year Students (2)

Students will participate in a 12-15 day wilderness expedition that may include backpacking, rock climbing, canoeing, camping, route finding, a solo experience, and a personal challenge event. This course focuses on individual and group development in four core areas: stewardship, discipleship, community and leadership. Through this experience, students are encouraged to work together, develop an attitude of service, and gain an appreciation for the natural environment. Emphasis is placed on spiritual growth and Christian fellowship – particularly as students consider their transition to the college community. Included in the requirements for this course is a reflective paper and post-course gatherings during the fall semester. This course is physically challenging but possible for participants in average physical condition. Challenge and risk are part of the teaching methodologies of the program, and although managed to provide as much safety as possible, all risks cannot be removed. *Fee.*

OE 182 Wilderness Journey Practicum (2-4)

Students will participate in an expedition to a natural area of the world where they will be involved in experiences that develop their leadership, decision-making, judgment and technical skills using adventure and environmental education. Expeditions will enhance student's training by offering experiences not covered in other OR courses. The expeditions may focus on specific models of travel (ex: sea kayaking, mountaineering, ice climbing, etc.) or a uniquely different environment (ex: international locations, desert southwest, etc.) Trip length will be 12-22 days. A reflective paper will be required. This course is physically challenging but possible for participants in average physical condition. Challenge and risk are part of the teaching methodologies of the program, and although managed to provide as much safety as possible, all risks cannot be removed. Completion of OE 182 will fulfill one PE credit requirement and meets an Outdoor Ministry minor requirement. *Fee.*

OE 190 Outdoor Living Skills (4)

This course develops in students a greater competence to live safely, comfortably, and respectfully in the outdoors. It also develops the confidence of those intending to lead others backpacking and camping in a wilderness setting by offering an opportunity for peer teaching. Course includes a required four-day backpacking trip – dates to be announced in class. *Prerequisite: OE 180 or permission of professor.*

OE 220 Survey of Environmental Education Curricula (3)

In this course, students will be trained to use curricula, such as Project WET, Project WILD, Project Learning Tree, EM Power, State Park Environmental Education Learning Experiences, and the Wilderness Box so that they can creatively teach others about content included in each curriculum. These curricula can be used in most outdoor education settings with a variety of age groups. Students who participate in this class progress toward fulfilling the instructional workshop requirement for the North Carolina Environmental Education Certification.

OE 221 High Adrenaline Adventure in Theory and Practice (2)

This course will explore the possibility of using certain types of high adrenaline experiences as a means for facilitating personal growth. Topics explored in the course include: type-t personalities, real and perceived risk, the thrill gene, and adventure therapy. Theoretical perspectives will be framed through actual experiences, which will include activities such as skydiving, bungee jumping, hang gliding, bungee launching, and parasailing. Risk is a fundamental component of this course. Risk is managed according to industry standards, but cannot be fully removed. *Fee.*

OE 225 Conference and Event Planning (1-3)
This course is designed to expose students to the planning and organization of a professional Outdoor Education related conference. The students will gain experience in organization, development and follow through of the details needed to carry out a professional conference including carious levels of the conference planning and evaluation.
OE 305 Environmental Policy and Law (3)
A course designed to acquaint students with the history of natural resource management, agencies that manage public lands, and laws created to protect natural resources. Students will also explore policies of the United States government, and current agencies and laws that govern use or abuse of the environment. *Fee.*
OE 306 Leadership and Group Dynamics (3)
This interdisciplinary course is for students who want to become more effective as a small group participant and leader. It focuses on different types of small groups and the communication skills essential to effective group participation and facilitation. Theory is coupled with experiential learning to gain an understanding of group development and leadership that enriches individual lives and builds a Christian community. *Prerequisite for OE majors: OE 103, OE 104, OE 180 and OE 190 or permission of the instructor. Offered in the Immersion Semester.*
OE 310 Principles of Environmental Interpretation (3)
This course prepares students to communicate clearly in written, spoken and visual forms. The overriding focus of the course is to prepare students to design and present displays, exhibits, brochures and public programs in a professional and understandable manner. The National Park Service philosophy of interpretation is used as a model in this course since they have perfected techniques for communicating technical information to lay publics in an informal, relaxed atmosphere. *Prerequisite for OE majors: OE 103, OE 104, OE 180 and OE 190 or permission of the instructor.*
OE 311 Outdoor Programming and Leadership: Kayaking (4)
A course offering instruction in leading whitewater kayaking programs. Emphasis is on instruction techniques, programming considerations, skill development, and professional leadership. Students gain teaching and leadership experience. Successful completion of this course may qualify students for certification through the American Canoe Association. *Pre-requisites: PE 240 and/or PE 241, OE 180, OE 190, and OE 340.*
OE 312 Outdoor Programming and Leadership: Expedition Management (4)
A wilderness leadership course which offers advanced instruction in leadership skills such as judgment and decision-making, group management, route and ration planning, land navigation, teaching and facilitation techniques, and risk management. Emphasis is on professional leadership development. Course includes a required backpacking trip. *Pre-requisites: OE 180, OE 190 and OE 340 or permission of instructor.*
OE 313 Outdoor Programming and Leadership: Rock Climbing (4)
A course offering instruction in leading rock climbing programs. Emphasis is on instruction techniques, programming considerations, skill development, and professional leadership. Students gain teaching and leadership experience. *Pre-requisites: OE 180, OE 190, OE 340 and PE 220 and/or PE 221.*
OE 314 Outdoor Programming and Leadership: Canoeing (4)
A course offering instruction in leading whitewater canoeing programs. Emphasis is on instruction techniques, programming considerations, skill development, and professional leadership. Students gain teaching and leadership experience. Successful completion of this course may qualify students for certification through the

American Canoe Association. *Fee for certification. Pre-requisites: OE 180, OE 190, OE 340 and PE 230 and/or PE 231.*

OE 340 Teaching Methods & Curriculum Development in Outdoor Education (4)
This course focuses on the development of curricula that integrates adventure education and environmental education from a Christian perspective. Students develop a philosophy of teaching and have opportunities to observe teachers and practice teaching techniques in local school and programs. Three hours lecture and three hours lab per week. *Prerequisite for OE majors: OE 103, OE 104, OE 180 and OE 190 or permission of the instructor.*

OE 341 Practicum (1-3)
A supervised learning experience that provides the student with initial exposure to relevant professional activities. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of three (3) hours may be used to satisfy degree requirements. Prerequisite: Permission of the student's advisor and department chair or designee.

OE 404 Administration and Management of Outdoor Education (4)
A study of administrative procedures for a broad scope of outdoor education programs. Topics will include personnel and facility management, program development, boards and committees, fiscal planning, staff hiring and training, public relations, insurance, record keeping, marketing and risk management. Students will develop the administrative infrastructure for a new program. Course includes at least three site visits to local Outdoor Education facilities. *Prerequisites: OE 310, OM 300 and senior standing in the major.*

OE 441 Internship (3)
Designed to serve as a culminating field experience for students majoring in outdoor education, this experience provides broad-based exposure to all operational facets of an outdoor education program. The intent is to provide each student with a full-time placement in his or her area of concentration. Should be taken after junior year. *Prerequisite: IS 310. Fee.*

OE 462 Current Issues in Outdoor Education (3)
A course designed for graduating seniors preparing to enter the field of outdoor education. Students will be required to read a wide variety of literature and discuss pertinent issues in the field of outdoor education. Students will complete a major literature review and at least two oral presentations on the issues researched. *Pre-requisites: OE 310 and senior standing in the major.*

OE 480 Special Topics (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department faculty. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

OE 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

OE 491 Senior Seminar (1)
Designed to prepare outdoor education majors to make the transition to professionals in the field, this course includes job search and interview skills and will assist students in gaining a deeper understanding of God's calling and in bringing closure to the student's academic career. Students will complete a résumé, portfolio, and a comprehensive assessment and exit interview. Required of all OE majors in their final semester. *Pre-requisite: Senior standing in major.*

OUTDOOR MINISTRY (OM)

OM 200 Introduction to Christian Camping & Outdoor Ministry (3)
This course will survey the history of organized camping and identify key educational and ministry principles that are foundational to outdoor ministry. It will also explore the application of these principles to different types of camp programs and to a variety of philosophic approaches. *OE 103 or permission of professor.*

OM 300 Outdoor & Camp Programming (3)
This course will focus on the development and implementation of outdoor education and ministry programs. Students will create and propose a new outdoor program for two different organizations. One of the programs will be conducted for a local community agency. *Pre-requisite: OM 200 and Junior standing in major.*

OM 341 Practicum (1-3)
A supervised learning experience that provides the student with initial exposure to relevant professional activities. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of three (3) hours may be used to satisfy degree requirements. Prerequisite: Permission of the student's advisor and department chair or designee.

OM 441 Internship (3)
This experience is designed to serve as a culminating field experience for students majoring in outdoor ministry. It provides for full-time involvement an outdoor ministry program with opportunities for the application of classroom theories, leadership development, and career exploration. Pre-requisite: IS 310. Recommended after junior year. *Fee.*

OM 480 Special Topics (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department faculty. Class will meet 15 hours for each hour of credit offered. A student can repeat this course for up to six hours of credit.

OM 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

PHILOSOPHY (PH)

PH 201 Introduction to Philosophy (3)
An introduction to the major problems and systems of philosophy. This course familiarizes the student with some of the systems of philosophy that have appeared over the centuries and with some of the contemporary systems.

PH 210 Logic (3)
This course will introduce students to the basic components of sound argumentation. Students will be introduced to the basic categories, language, tools, and concepts of formal logic. This course will teach students to evaluate arguments using these tools of logic. Students will also learn to identify both formal and informal fallacies where they occur in common argumentation.

PH 220 History of Philosophy I (3)
This course will chart the development of philosophical thought through the course of history. Selected philosophers will be studied for their ideas and impact on the course of history. The influence of philosophers upon our ideas about God, truth, ethics, reality, language, politics, and science will be presented.

PH 221 History of Philosophy II (3)
This course will chart the development of philosophical thought through the course of history. Selected philosophers will be studied for their ideas and impact on the course of history. The influence of philosophers upon our ideas about God, truth, ethics, reality, language, politics, and science will be presented.

PH 230 Political Philosophy (3)
This course will introduce students to the basic questions of political theory, including: the nature of human beings, the nature of government, the development of laws, and the concept of the ideal society. Several theories of government will be examined in depth as students read classical texts in political philosophy.

PH 301 Ethics (3)
Ethical theories in philosophy and religion, historic ethical presuppositions underlying the development of capitalism and the emergence of a contemporary set of competing values, and current ethical cases highlighting value choices and resulting consequences will be examined. *(Offered alternate years.)*

PH 311 Epistemology and Metaphysics (3)
This course will explore the question of how it is possible to know anything at all. The idea of truth will be explored and various answers to questions of truth and knowledge will be evaluated. This course will explore several epistemological schools of thought with a mind to answering the questions raised by postmodernism with respect to the relativity of truth. The nature of reality will be examined. Questions of time, matter, essence, being, etc. will be investigated.

PH 321 Contemporary Theologies (3)
This course will survey several contemporary approaches to theology, including: liberation theology, process theology, feminist theology, openness of God theology, Asian theology, Black theology, and other 20th century approaches. Each approach will be understood on its own terms through reading its major proponents. An honest evaluation of each approach will be undertaken through the use of biblical and doctrinal theology. *Pre-requisite: BB 211*

PH 403 Philosophy of Religion and Apologetics (3)
This course will introduce students to the basic questions that concern religious thinkers, including: the problem of evil, miracles, immortality, proofs of God's existence, unity and diversity in religions, the relationship of faith and reason, etc. The works of some of the key thinkers in the philosophy of religion will be read in addition to the general survey of the subject.

PH 480 Special Topic in Philosophy (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.

PH 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

PH 491 Senior Thesis (3)
Students develop an extensive paper under the direction of a faculty member that demonstrates their ability to do senior-level research and writing on a specialized topic in theology, philosophy, or cross-cultural studies. A committee comprised of the course professor, another member of the division, and a member chosen by the student evaluates and grade the thesis.

PHYSICAL EDUCATION (PE)

Activity courses that fulfill the physical education requirement in the general education core are those that are 100 and 200-level. Exemptions from activity courses will be considered by the department on a case-by-case basis.

PE 101 Beginning Jogging (1)
An activity course designed for the student to learn about the aerobic aspects of jogging and to develop a personal program of continuous jogging for 30 minutes, three times per week.

PE 102 Fly Fishing (1)
An introduction to fly fishing, its history, equipment selection and maintenance, casting techniques, aquatic entomology, and stream ecology.

PE 111 Introduction to Principles and Philosophy of Physical Education (3)
This course is designed to provide the potential physical education professional with a knowledge of the foundations, principles, and philosophies of physical education from ancient history to the present.

PE 140 Beginning Weight Training (1)
This course is an introduction to weight training with emphasis on principles and techniques. Students develop an individualized weight training program. Related health and safety factors are also considered.

PE 142 Aerobic Dance (1)
This course emphasizes movement to music as an enjoyable means of strengthening muscles, improving flexibility, and developing overall physical fitness.

PE 143 Team Sports I - Soccer and Volleyball (1)
Eight weeks of soccer and eight weeks of volleyball. Instruction in rules, skills, and strategy. Emphasizes physical fitness.

PE 144 Team Sports II - Basketball and Softball (1)
Eight weeks of basketball and eight weeks of softball. Instruction in rules, skills, and strategy. Emphasizes physical fitness.

PE 145 Physical Fitness (1)
This course includes knowledge of cardiovascular endurance, maximal heart rate, and how to work out an individual program to achieve fitness.

PE 146 Racquet Sports (1)
Eight weeks of badminton and eight weeks of tennis. Instruction in basics, such as grip, footwork, strokes, rules, strategy, and tournament play.

PE 201 Concepts of Fitness (2)
Areas such as cardiovascular endurance, physical fitness, wellness, stress, rest, diet, lifetime sports, and the values of wholesome activities are covered. Each student completes a personal analysis of his/her own fitness based upon testing.

PE 210 Backpacking and Orienteering (1)
This course provides an introduction to backpacking. The content will focus on backpacking and camping skills such as clothing selection, fire building, Leave-No Trace practices, map and compass, and the use of camping gear. At least one backpacking trip is required.

PE 220 Rock Climbing (1)
Designed for the beginning and intermediate climber, students will learn knots, basic climbing skills, and safety.

PE 221 Advanced Rock Climbing (1)
This course is designed for the intermediate and advanced climber. Students will learn technical rope techniques, a variety of options for top-rope setup, proper placement of rock protection, and the basics of lead climbing. Offered spring semesters. *Pre-requisite: PE 220 or OE 313, or permission of professor.*

PE 230 Canoeing (1)
Emphasis on tandem paddling skills, lake and whitewater canoeing, and water safety and rescue. *Pre-requisite: Swimming ability.*

PE 231 Advanced Canoeing (1)
Designed for the novice solo canoeist or intermediate tandem canoeist seeking to move into solo canoeing, the emphasis of the course is on proper solo technique for use in a whitewater setting. Rolling and C-1 techniques will be also be introduced. Offered fall semesters. *Pre-requisites: PE 230 or OE 314, or permission of professor. Swimming ability.*

PE 240 Kayaking (1)
This course is designed for the beginning and intermediate kayaker. The emphasis will be placed on the self and assisted-rescue techniques, basic paddling strokes, river reading, hydrology, water safety, and rescue. *Pre-requisite: Swimming ability.*

PE 241 Advanced Kayaking (1)
This course is designed for the intermediate and advanced kayaker. Students will learn a variety of rescue procedures, advanced river reading and hydrology, advanced strikes and maneuvers while paddling more difficult rivers/creeks. Offered fall semesters. *Pre-requisites: PE 240, or permission of professor. Swimming ability.*

PE 250 Lifeguard Training (1)
This course covers basic water safety, including swimming strokes, rescues, and escapes. Lifeguard qualifications, pool management and safety will also be studied. Red Cross certification will be awarded to those students who meet the requirements. *Pre-requisite: Swimming ability. Fee.*

PE 260 Winter Outdoor Education (1)
This course, taught in the winter months (typically in the spring semester), has varying content, depending on the weather and location. Emphasis is on how to live comfortably outside in cold environments and winter ecology. Content may include cross-country or telemark skiing, winter backpacking, and snow shelter construction. At least one backcountry trip is required. No pre-requisite. Previous camping experience preferred.

PE 270 Downhill Skiing (1)
Designed for the beginning and intermediate skier, this course includes two lecture classes and five ski trips to a local slope. Students receive one hour of instruction and three hours of ski time during each trip. *Fee $275.* No refund after first class.

PE 301 Team Sports Officiating (2)
A course designed to teach students the techniques and standards of officiating with emphasis on knowing the rules of various team sports. Course can help lead to certification.

PE 302 Methods and Materials of Coaching (2)
A course designed to introduce students to the rudiments of coaching. Emphasis on administrative and routine tasks plus the techniques and materials used in recruiting and coaching. *(Offered fall semesters, even-numbered years.)*

PE 303 Physical Education Pre-practicum (1)
A course designed to prepare students for actual teaching and coaching with attention to professional standards, expectations, ethics, values, and performance.

PE 305 Introduction to Athletic Training (3)
The primary objective of the course is to introduce physically active people to the basic concepts of sports injury prevention, recognition, care, and rehabilitation. Course is an essential component for those entering coaching, physical education, or the field of sports medicine. *Pre-requisite: HL 101.*

PE 341 Practicum (3-6)
Supervised field education provides practical on-the-job training in various areas of human service-related fields. Each experience is administered by the college

placement office, field education advisor, and supervising facility. Up to three hours may be counted toward degree requirements. Areas may include, but are not limited to, campus work, childcare administration, child volunteer organization work, cross-cultural service, church work, interdenominational child or youth service, recreation, and camping work. *Pre-requisite: PE 303.*

PE 424 Facility Planning for Physical Education Recreation and Athletics (3)
This course is designed to assist the sport management student in acquiring the necessary knowledge and skills needed to manage a sport facility and to plan a complete sporting event. *(Offered spring semesters, even-numbered years.)*

PHYSICS (PC)

PC 131-132 College Physics I, II (4, 4)
A series of lecture-demonstration periods in which algebra and trigonometry are used in mathematical analysis. Topics covered in 131 may include classical mechanics, thermodynamics, oscillations and waves. Electricity and magnetism, fluids, optics, and nuclear physics may be included in 132. The lab complements the lecture material. Three hours of lecture and two hours of lab per week. *Pre-requisite: Grade of A or B in high school Algebra II and Trigonometry (or the equivalent) or grade of C or above in MT 122.*

PREACHING (PR)

PR 310 Biblical Preaching and Communication (3)
This course is designed to give a broad overview of the basic tools and techniques necessary for preparing and presenting sermons based on biblical texts. Topics include an introduction to sermon research as well as what it means to preach in a contemporary context, including the use and misuse of technology ,film, music ,object lessons and a variety of preaching techniques including both narrative and expositional. Offered every other fall.

PSYCHOLOGY (PY)

PY 201 Psychology Applied to Modern Life (3)
This course offers majors and non-majors an opportunity to apply knowledge from psychology to practical problems. It provides students with an overview of the theory and research in psychology that is related to the demands and challenges of everyday life. Students examine issues that affect their own adjustment to modern life. The following topics will be addressed: stress, physical health, love relationships, gender, communications, self, personality, work, and development.

PY 202 General Psychology (3)
A basic survey of the principles of the science of human behavior and their applications to life situations.

PY 300 Child and Adolescent Development (3)
An overview of the physiological, cognitive, psychosocial, and spiritual aspects of development from conception through age 18. *Prerequisite: PY201 or PY 202 and a minimum of sophomore standing.*

PY 305 Adult Development and Aging (3)
An overview of the physical, cognitive, social, spiritual, and emotional aspects of adult development. *Pre-requisites: PY 201 or PY 202 and a minimum of sophomore standing.*

PY 310 Research Methods (3)
This course is designed for upper level undergraduate students majoring in human services and psychological studies. The course will provide an introduction to research

methodology and a basic framework to critically evaluate social and behavioral science research. You will be exposed to and tested on the major concepts and methods for generating hypotheses and designing a multi-measure study. This course should enable you to evaluate more critically the claims of "experts" in the popular press as well as in the scientific literature. It will also serve as preparation for graduate-level research. *Pre-requisites: PY 210*

PY 314 Personality (3)

Basic principles of personality structure, dynamics, development, assessment, and theory are discussed. Consideration is given to both the environmental and biological determinants of personality. *Pre-requisite: PY 201 or PY 202.*

PY 315 Abnormal Psychology (3)

A survey of the current categories of abnormal behavior emphasizing symptoms, major theories of causality, and current treatment methods. *Pre-requisite: PY 201 or PY 202.*

PY 320 Social Psychology (3)

The study of the behaviors and thoughts of individuals as influenced by actual or perceived social factors and other individuals. *Pre-requisites: PY 201 or PY 202*

PY 341 Practicum (1-3)

Supervised field education provides the student with practical on-the-job training in various areas of psychology related fields. Supervision of the practicum is a shared responsibility between the faculty advisor and the on-site supervisor. This course may be repeated; a maximum of three hours may be used to satisfy degree requirements.

PY 412 Theories and Principles of Counseling (3)

An examination of several of the major theories of counseling in working with individuals, families, and small groups. Included are principles and techniques utilized in assessment, crisis intervention, contracts, and development of the therapeutic relationship. A skills component is also included. *Pre-requisite: PY 201 or PY 202.*

PY 416 Learning and Memory (3)

This course provides a basic overview of the principles, theories, and applications of learning and memory. We will cover basic research, theory, and applications in human learning, memory, information processing, verbal learning, conditioning, and social learning. The knowledge you take away from this course will be useful to you in wide variety of settings—not only psychology but also in your own personal and professional worlds.

PY 420 Physiological Psychology (3)

Explores the physiological, biological, and anatomical mechanisms responsible for behavior. *Pre-requisites: PY 201 or PY 202, sophomore standing or above*

PY 441 Internship (3)

Supervised internship provides the student with the opportunity to integrate classroom instruction with practical on-the-job learning in various areas of psychology related fields. This course is normally taken in the summer after the junior year. *Pre-requisites: 12 hours in the major and IS 310.*

PY 480 Special Topics (1-3)

This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit. *Pre-requisite: PY 201 or PY 202 or permission of professor.*

PY 481 Directed Study and Research (1-3)

Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

PY 490 Senior Seminar (3)
Examines the curricular themes of epistemology, human nature, and application of psychological theory in order to answer major Christian worldview questions (what is success in life, how do I become more Christ like, etc.). *Pre-requisite: junior standing or above.*

SOCIOLOGY (SC)

SC 204 Introduction to Sociology (3)
This course deals with the general nature and principles of sociology. Special attention is given to the ecological, cultural, and psychosocial forces; and to outstanding social groups; to changing personality under the influences that play upon it through group processes.
SC 205 Marriage and Family (3)
A study of relationships with the opposite sex from first meeting through marriage, having and rearing a family, and divorce and remarriage. Current American norms and Christian principles for marriage and family life are examined.
SC 206 Social Problems (3)
An analysis of the major social problems of contemporary society resulting from technological and social change, population pressure and resources, urbanization, poverty, minority groups with special reference to the black conflicts regarding social values and goals, and social disorganization as related to the family, economic, religious and other institutional relationships. *Pre-requisite: SC 204 or permission of professor.*
SC 311 Social Welfare and Social Services (3)
This course is a survey of the history and philosophy of social welfare and the values and practice of social services as a profession. *Pre-requisite: SC 204.*
SC 414 Counseling Adolescents & Families (3)
This course examines several of the major theories of counseling families. Working with adolescents within the context of their families will be given special consideration. The skills of counseling adolescents and families will also be emphasized. *Pre-requisite: PY 201 or PY 202*
SC 415 Human Sexuality (3)
A study of the historical, physiological, interpersonal, spiritual and health aspects of human sexual behavior within a Christian framework. Consideration is given to contemporary social issues including harassment, abuse, rape, homosexuality, and commercial sex. *Pre-requisites: SC 205 and junior or senior standing in the major.*
SC 480 Special Topics (1-3)
This course will provide students and faculty the opportunity to participate in examining current issues or specialized topics within the discipline. Topics will be determined by the department. Class will meet 15 hours for each hour of credit offered. A student can repeat for up to six hours of credit.
SC 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

SPANISH (SP)

Students with two or more years of high school Spanish must take a placement exam in order to enroll in a language course for credit. Language courses must be taken in sequence since, with the exception of the first course in the sequence, each language

course has a pre-requisite. Students may not register for the intermediate level without either placing into it by examination or first completing the elementary sequence successfully.

Students who enroll in the elementary or intermediate language sequences are strongly encouraged to take them in consecutive semesters with no time lapse between the courses in that sequence. In the event that a student's course of study should prevent that continuity, one semester is the maximum time lapse allowed for completing the second part of the sequence. A lapse of more than one semester, in most cases, will necessitate repeating the first part of the sequence unless the student can demonstrate competency in the skills required. Native speakers who wish to take French or Spanish for credit may not enroll in any course below the 300-level.

SP 101-102 Elementary Spanish I, II (3, 3)
For those who have completed less than two years of high school Spanish or whose proficiency exam does not permit entry at the 200-level. Emphasis upon fundamentals of grammar, vocabulary, composition, pronunciation, and conversation.
Co-requisite: SP 101L, SP 102L

SP 101L-102L Elementary Spanish Lab I, II (0, 0)
Each Spanish course has an accompanying language lab. Students are required to enroll in the corresponding lab for Spanish I or Spanish II. *Co-requisite: SP 101-102*

SP 201-202 Intermediate Spanish I, II (3, 3)
An intermediate course to develop reading and composition skills and provide practice in translation of selected readings and oral facility in the Spanish language. *Pre-requisites: SP 101-102, or placement test, or permission of professor.*
Co-requisite: SP 201L, SP 202L

SP 201L-202L Intermediate Spanish Lab I, II (0,0)
Each Spanish course has an accompanying language lab. Students are required to enroll in the corresponding lab for Intermediate Spanish I or Spanish II. *Co-requisite: SP 201-202*

SP 203 Summer Term in Dominican Republic I (3)
Three-week study tour in Dominican Republic. Intermediate-level study of Spanish. Lectures and discussions on historical background, social problems, role of the church, revolutionary ferment, and relations with the United States. Excursions to points of interest. Emphasis on a Christian response to third-world realities. *Cost: $1,500 above tuition.* Substitutes for SP 202. *Pre-requisite: SP 201*

SP 303-304 Advanced Conversation and Composition I, II (3, 3)
A detailed study of the fundamentals of Spanish usage, oral and written. Training in correct pronunciation is stressed in conversation based on practical subject matter of everyday life in Spain and Spanish-speaking countries. *Pre-requisites: SP 201-202 or equivalent. (Offered on demand.)*

SP 305 Selected Readings in Spanish Literature (3)
Class and readings will be in Spanish using literature from Spain. Pre-requisites: Spanish 201-202 or equivalent. *(Offered alternate years with SP 303-304.)*

SP 306 Selected Readings in Latin American Literature (3)
Class and readings will be in Spanish using literature from Latin America. *Pre-requisites: SP 201-202 or equivalent. (Offered alternate years with SP 303-304.)*

SP 307 Summer Term in Dominican Republic II (3)
Three-week study tour in Latin America. Advanced-level study of Spanish. Lectures and discussions on historical background, social problems, role of the church, revolutionary ferment, and relations with the United States. Excursions to points of interest. Emphasis on a Christian response to third-world realities. *Approximate cost: $1,500 above tuition. Pre-requisite: SP 202.*

SP 481 Directed Study and Research (1-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies from 1-3 hours although a student can repeat for up to six hours of credit. *Prerequisite: Junior status or above. A cumulative GPA of 2.5 and approval of the department chair is required.*

SPORT MANAGEMENT (SM)

SM 210 Principles of Sport Management (3)
An introduction to the sport management industry including event organization, administration, contracting services, and other related functions. Emphasis is placed on written and communication skills for acquiring entry-level positions in sport management. *Pre- or Co-requisite: BS 209 or permission of professor. (Offered fall semesters, odd-numbered years.)*

SM 337 Seminar in Sport Marketing (3)
A course designed to examine the unique requirements of planning, designing, developing sponsorship packages, obtaining sponsors, and promoting a sport product or event. Over the course of the semester, students develop and present a plan for production of a sport event. *Pre- or Co-requisites: BS 230 and SM 210. (Offered spring semesters, odd-numbered years.)*

THEATRE (TH)

TH 202 Acting for the Camera (3)
This course aims to inform the student to learn how to present himself on camera in a variety of genres. It will provide instruction and experience in the basics of acting for both television and film. It will also examine informational and news journalism. Cross listed as CM 202. Prerequisite: permission of instructor.

TH 220 Voice/Movement (3)
This course is designed to introduce movement as language, and allows the students to investigate the interconnectedness of thought and feeling issued through the language of the body and the sound of our voice. Through a variety of exercises for the individual and the group, and the use of journal writing, and performance, students will acquire flexibility, enhanced vocal and physical awareness, and an appreciation of effective communication through the whole body. With practice in movement techniques to free body tension, as well as breathing and articulation exercises designed to free tension in the voice, students will be able to enhance overall communication skills and performance delivery.

TH 230 Acting (3)
Principles of the craft of acting, with emphasis on script analysis from the standpoint of character's objective. Includes the development of voice, movement, rehearsal, and performance process.

TH 232 Stagecraft (3)
A studio course designed to familiarize students with the basic skills of one or more of the following stage technologies: lighting, sound, makeup, costume, set construction, and publicity. *Pre-requisite: Permission of instructor.*

TH 233 Theatre Ensemble (3)
Montreat College's touring theatre company, a small acting ensemble that offers the student practical application of basic acting skills and teamwork. The course culminates in performance opportunities within the college community as well as the church and community settings in the Asheville area. The course will introduce the student to theatre as ministry, both in philosophy and application. Course may be repeated. Three rehearsals each week. *Pre-requisites: TH 230 and permission of instructor.*

TH 317 Directing (3)
This course lays the basic foundation of the techniques of directing a play. Students will analyze a play from a directing standpoint, learn how to assess and honor the playwrights intent and translate that to the stage, understand different approaches to directing, utilize space and movement, and learn how to work with actors from first reading through production. Course will culminate in a public performance of final directed scenes.
TH 330 Advanced Acting (3)
Advanced work in the craft of action, with emphasis on scene work both modern and classical, Shakespearean text and style, stage combat and use of the body, overall focus on personal coaching, and development of students abilities to act and present themselves in a public forum. Course will culminate in public performance of a showcase of scenes.
TH 335 Playwriting (3)
This course covers the foundational elements of stage and/or film script writing: structure, character development, plot development and use of image. It will also develop the use of the imagination and address how to utilize that effectively with the discipline of writing well. Semester will conclude with staged readings of the students' final scenes.
TH 481 Directed Study and Research (2-3)
Students may choose to participate in a directed study of their own choice contingent on faculty availability. Credit varies 2-3 hours. Repeatable for up to six hours of credit. Pre-requisite: Junior status and approval of department chair.
TH 492 Theatre Practicum (2-4)
Designed for the student who is interested in a time-or-labor intensive study in the field of theatre such as, but not limited to, directing a main stage production or starring in a one-person, full-length play, stage managing a production, technical and/or costume design; and research project or community outreach program. *Pre-requisites: TH 317 with a minimum grade of "C-," and permission of professor.*

Worship Arts (WA)

WA 101 Worship Arts Survey
Provides students with an overview of the application of music, theatre and visual arts in worship.
WA 102 Worship Arts Survey II (3)
A continuation of WA 101 (Worship Arts Survey I). Particular focus will be given to a broad discussion of how the visual arts, drama, speech, dance, movement, media and music can be utilized in worship. The primary source for leading the discussion will be *Music and the Arts in Christian Worship*, ed. by Robert Webber. A thorough discussion of the worship style models that dominate and shape the 21st century American church will be included.
WA 255 Connection (2)
A worship team that builds musical, spiritual, interpersonal and community connections. Practical experience will be gained in vocal and instrumental interactions, sound and projection systems and other technical aspects of worship leading. Successful audition with instructor required.
WA 301 Technology in the Church (3)
An exploration of the philosophical foundation and the practical use of current technology used in worship settings, gaining hands-on experience in hardware and software involved.

WA 302 Church Music Leadership (2)
Provides practical information for leadership in church music programs. Topics include service planning, selecting and finding music and arrangements, the basics of organ and hand-bells, development of ensembles, budget management, and more.
WA 305 Foundations of Worship (3)
The development of a theological understanding of worship as it relates to Scripture and Christian practice. Current worship trends and tensions will be considered regarding the implications for personal and corporate worship.
WA 306 Music in Worship (3)
Students will develop an understanding of music's current role in worship practices, and their relationship to historical trends. A biblical perspective on music's role in corporate worship will be developed.
WA 341 Worship Arts Practicum I (3)
WA 341 (Worship Arts Practicum) is the first of two semesters during which the student is taken under wing by a local professional in the field of worship ministry and volunteers as an intern. The student should have completed WA 101, WA 102, WA 301, WA 302, MS 307 and WA 461 and WA 462 (Worship Arts Seminar I) before enrolling in WA 341 (Worship Arts Practicum). The student will be monitored and observed by faculty on site.
WA 342 Worship Arts Practicum (3)
WA 342 (Worship Arts Practicum) is the second of two semesters during which the student is taken under wing by a local professional in the field of worship ministry and volunteers as an intern. The student should have completed WA 101, WA 102, WA 301, WA 302, MS 307, WA 461 and WA 462(Worship Arts Seminars I and II), and WA 341 (Worship Arts Practicum) before enrolling in WA 342 (Worship Arts Practicum). The student will be monitored and observed by faculty on site.
WA 461 Worship Arts Seminar I (3)
Worship Arts Seminar I will provide students with a mentored and monitored laboratory environment where they will put their knowledge and resources to good work in preparing worship experiences/events for the Montreat community. The student must have completed WA 101, WA 201, WA 301, WA 302 and MS 307 before enrolling in WA 461 (Worship Arts Seminar I). Course requirements will also include attendance at a worship and/or music conference.
WA 462 Worship Arts Seminar II (3)
Worship Arts Seminar II will provide students with a mentored and monitored laboratory environment where they will put their knowledge and resources to good work in preparing worship experiences/events for the Montreat community. The student must have completed WA 101, WA 102, WA 301, WA 302, MS 307 and WA 461 (Worship Arts Seminar I) before enrolling in WA 462(Worship Arts Seminar II). Course requirements will also include attendance at a worship and/or music conference.

Youth Ministry (YM)

YM 441 Youth Ministry Internship (3-6)
An intensive, quality, structured learning opportunity that immerses students in appropriate professional contexts. Supervision of the practicum is a shared responsibility between the faculty advisor and on-site supervisor. This course may be repeated; a maximum of six (6) hours may be used to satisfy degree requirements. Prerequisite: Permission of the student's advisor and department chair or designee.

Scholarship Opportunities

SPECIAL SCHOLARSHIPS

Athletic Scholarships
Board of Visitors Scholarship
Child of Alumnus
Child of Minister
Church Matching Scholarships
Music Scholarships

RETURNING STUDENT SCHOLARSHIPS

Leadership Excellence Scholarships:

- Campus host
- Campus hostess
- Fellowship of Christian Athletes
- Chapel Band
- Catacombs
- College Choir
- Resident Assistant
- Service & Outreach Council
- SGA Participant
- NAIA Academic All-American

Academc Excellence Scholarships: Outstanding Achievement/Most Improved (1 each)

- Bible & Religion
- Biology
- Business Administration
- Communication
- Computer Information Systems
- Elementary Education
- English
- Environmental Studies
- History
- Human Services
- Music
- Music Business
- Outdoor Education
- Psychology
- Worship Arts

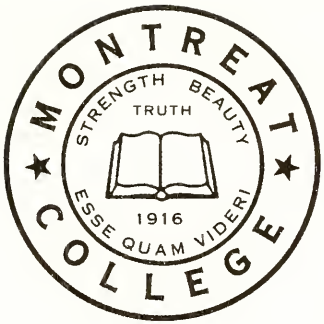
NONENDOWED ANNUAL SCHOLARSHIPS

These scholarships are funded on an annual basis. Recipients are selected by the Financial Aid Office through information obtained from the Montreat College admissions and FAFSA application.
Robert C. and Sadie G. Anderson Scholarship
Champion International Scholarship
Glade Valley School Scholarship
Frank H. and Annie Bell Wilhelm Perry Memorial Scholarship
Reynolds Missionary Scholarship
Lettie Pate Whitehead Scholarship Fund
Jewell S. Daniel Music Scholarship
Friends of Music Scholarship
Friends of the Library Scholarship
Golden Leaf
Penny Nickel Hagaman Scholarship
Ingram Scholarship
Tyson Scholarship
UPS Scholarship
Wells Fargo Scholarship
BB&T Scholarship

ENDOWED SCHOLARSHIPS

Verda Zoulean Anderson Endowed Scholarship
Tres Bailes Endowed Scholarship
Blakemore Sisters Endowed Scholarship
Jean Lunsford Breitenhirt End Schol
Alma Browning Endowed Music Scholarship
Emily J. & Jamie E. Browning Endowed Music Scholarship
Class of 1939 Endowed Scholarship
John R. & Sylvia P. Crawford Leadership Scholarship
C. Grier Davis Scholarship
June McCroskey Dykes Scholarship
Lillie Sears Foster Memorial Fund
Ben Hill Griffin Jr. Endowed Scholarship
Aileen Hamilton Endowed Music Scholarship
Evelyn Maxwell Harris Endowed Scholarship
Ralph and Margaret Holt Sr. Scholarship
Elizabeth Hoyt Alumni Work Scholarship
Lucinda Williams Lewis Endowed Scholarship
Mary & John W. Luke Scholarship
McCarty Endowed Scholarship
Ruby McElwee Endowed Scholarship
Dr. Matthew McGowan Scholarship
Dr. J. Rupert McGregor Endowed Scholarship

Adolphus and Mary McLeod Endowed Scholarship
McMillan-Williams Endowed Scholarship for Christian Education
J. Alfred & Berenice M. Miller Scholarship
Arthur N. & Irene Morris Scholarship
Bruce R. Powers Scholarship
William & Effie Rule Scholarship
Ralph & Virginia Sanders Scholarship
Oscar & Sadie Shoenfelt Endowed Scholarship
W. D. Simpson Memorial Fund
Patrick A. Thrift Endowed Scholarship
Silas & Catherine Vaughn Endowed Scholarship
Edith Warren Music Scholarship
David Lee Wells Memorial Music Scholarship
Elizabeth Wilson Endowed Scholarship



Montreat College

Graduate School of Arts and Sciences

Montreat Campus

Montreat College
School of Arts and Sciences
Graduate Program

ADMISSION INFORMATION

For information and application materials for the Graduate School of Arts and Sciences, please contact the Office of Admissions:

Office of Admissions
Montreat College (MC 865)
Box 1267
Montreat, NC 28757
800-622-6968
admissions@montreat.edu
www.montreat.edu/admissions

Applications for the Master of Science in Environmental Education program must include:

- Cover letter
- Application form:
- $50 non-refundable application fee
- Your resume, including both academic and employment history
- Official copies of your college/university transcripts in sealed and signed envelopes or submitted on-line (contact your previous colleges for information.)
- Three letters of recommendation in sealed and signed envelopes. Letters should include a statement about how your reference perceives you will do in graduate school.

Personal written statement – Enclose a two-page typewritten essay illustrating your motivation for pursuing the Master of Science in Environmental Education (MSEE) at Montreat College. Essay should include: 1) qualities you have that make you an effective environmental educator 2) how this degree will assist you in meeting your career goals and 3) any special areas of interest or skills that you have that you feel will enhance your studies or research.

IMPORTANT NOTE: All students are required to complete the on-line Fundamentals of Environmental Education Course (FEE) developed by the University of Wisconsin at Stevens Point. It is the first course in the programming sequence, in May of the first year of the cohort.. This course is also available at numerous colleges and universities throughout the US. If you have already completed this course at another institution, please submit your transcripts for this course with your application.

Admissions Criteria

Student must have completed:

- Baccalaureate degree from a regionally accredited college or university.
- Cumulative GPA of 3.0 in undergraduate study for the last 60 undergraduate semester hours.
- Positive letters of recommendation from former employees or faculty members, including a statement of how this person perceives you will be able to handle graduate school.

Re-Admission of Former Students

The Office of Records and Registration oversees the readmit process.
Students formerly enrolled at Montreat College who, for any reason, have not attended classes in the previous semester must submit the following:

A formal application (obtained from the Office of Records and Registration). A nonrefundable application fee is required for those who have been away from Montreat College one year or longer, or attended another institution while absent from Montreat College.

- Students who have been enrolled at another institution and are applying for readmission to Montreat College must include an official transcript from each institution attended since leaving Montreat College.
- Students applying for re-admission to Montreat College who have been withdrawn from Montreat College for a period of 6 months or more are held to all requirements for the current Academic Catalog at the time of re-admission.
- Students who left Montreat College on Academic Probation or Academic Suspension must have completed a minimum of 12 semester credits of course work at another institution after leaving Montreat in academic difficulty. To be considered for readmission, all work attempted at Montreat College and the subsequent institution must compute to a minimum GPA of 3.0 for the School of Arts and Sciences Graduate Program.

All students being readmitted should contact the Financial Aid Office.
A decision regarding readmission is made by the Master of Science in Environmental Education faculty. For questions concerning readmission, please contact the Office of Records and Registration.

Financial Services Information

Montreat College endeavors to provide an opportunity for Christian higher education to all who desire it. By working to keep expenses at a minimum and by offering a substantial and comprehensive financial aid program, the College provides an educational opportunity for many students who otherwise might not be financially able to attend college.

TUITION AND FEE STRUCTURE

Tuition and fees	Per Semester	Total Per Program
Application fee		$50
Deposit (non refundable, applied toward tuition costs)		$10
Lab Fees (3 semesters only)	$1000.00	$3,000
Tuition (4 semesters: 2 summers, 1 spring, 1 fall)	$5,130.00	$20,52
Total Tuition and Fees per program		**$23,57**

Montreat College reserves the right to modify these charges at any time.
98% of all Montreat College students received Financial Aid.

A $40.00 Graduation Application Fee will be due upon filing the application for graduation.

FINANCIAL AID INFORMATION

Satisfactory Academic Progress

In order to maintain financial aid eligibility you must make Satisfactory Academic Progress (SAP) toward obtaining a degree. Satisfactory Progress is a measurement of the student's successful progress in their program. The minimum requirements are that you maintain a 2.5 GPA, meet the unit completion requirement for your program and not exceed the maximum time frame for your program. Failure to do so will result in a loss of eligibility for your program. The financial aid office evaluates Satisfactory Academic Progress after the completion of each academic year.

Financial Aid will be cancelled immediately for any student who is dismissed or suspended for any subsequent semesters.

Qualitative Measure

You must maintain a 2.5 grade point average (equivalent to a B-).

Quantitative Measure

Each student must complete at least 75% of credit hours attempted each semester. For example, if a student takes 12 hours, 9 hours would have to be completed in order to meet the quantitative standard.

Graduate Enrollment Status

- Full time ~ 6 or more credits
- Three-quarter time ~ 5 credit hours
- Half time ~ 3 to 4 credits
- Less than half time ~ 1 to 2 credits

Financial Aid Appeal

Students who wish to appeal the suspension of financial aid eligibility based on mitigating circumstances (i.e., severe illness, death of a close family member, severe injury, or other traumatic experiences) may do so by submitting a letter of appeal **and supporting documentation** to the Director of Financial Aid within **ten (10) days** from the date of notification that aid has been cancelled.

All appeals must:

1. Identify the mitigating circumstances that led to SAP not being maintained.

2. Provide supporting documentation, such as statement from the doctor, death notice, etc.

3. Identify and have approved by the Academic Advisor and/or the Director of Student Success a plan to correct academic deficiencies.

4. Be signed by the student.

5. Include the student's Montreat College identification number, or Social Security number, current address, and communication information.

6. Be legible.

All initial and subsequent appeals, supporting documentation and corrective plans of action must be received within ten (10) days of notice. The Financial Aid Advisory and Appeals Committee **will not review** incomplete or partial appeals. All documentation is retained by the Financial Aid Office for audit purposes.

The Director of Financial Aid will take the appeal to the Financial Aid Advisory Team and notify the student of the decision to reinstate or deny aid. If approved, conditions may apply. If the conditions are not satisfied, aid may be denied in a subsequent term. As described in federal regulations, **all decisions at this point are final.**

***For further Financial Aid information, please see the Financial Aid area listed in the Undergraduate School of Arts and Sciences Undergraduate section.**

ACADEMIC INFORMATION

Good Academic Standing and Satisfactory Academic Progress

Graduate students are expected to maintain a minimum cumulative grade point average of 3.0 throughout their program of study. If at any time a student receives a grade of less than a B- for coursework, the student will meet with their Program Coordinator to determine if the student may continue in the program. A student is automatically withdrawn if a grade below B- is earned in more than one course. If a student earns a GPA of less than 3.0 on graduate coursework, he or she will be withdrawn from the program.

When extenuating circumstances exist (such as injury to the student, illness of the student or death of a spouse or parent), the Provost and Dean of Academics may waive the above requirements and may declare a student to be in good standing and making satisfactory progress even though he or she fails to meet the criteria listed above.

Academic Classification of Students

Students are classified academically as follows:
Full-Time: A student enrolled in 6 or more semester hours of credit.
Part-Time: A student enrolled in less than 6 semester hours of credit.
Special: A student who is not a candidate for a degree and who cannot be classified by academic level.
Audit: A student taking course work for no credit.

Master of Science in Environmental Education

Registration and Change of Schedule: The Master of Science in Environmental Education operates on a cohort basis. Each group will be registered in a series of classes at the beginning of the term. If a student wishes to withdraw from the course or the program, a withdrawal or drop form must be submitted to the MSEE Program Coordinator or directly to the Office of Records and Registration.

***All other Academic Information may be found in the Academic Information area of the Undergraduate School of Arts and Sciences section. Please refer to that section for information on: grading system; grade point average; requesting a transcript; grade changes and graduation participation.**

Academic Program

Master of Science in Environmental Education (MSEE)

As a Christ-centered institution, we seek to promote a respect for an attitude of stewardship toward the whole of creation. In order to affect change on local, regional, and global levels, faith-based communities like that at Montreat College must be engaged in the process of sound stewardship, reasoned education and problem-solving. This process must be driven both by an understanding of environmental systems and by respect and concern translated into action.

PROGRAM GOALS AND OBJECTIVES

Goal 1: Students will understand the historical development of the environmental movement and the environmental education field. Students will:

- Compare and contrast various environmental education definitions.
- Develop and state a clear personal philosophy of environmental education in connection to their worldview.
- Describe key historical events in the development of the environmental education field and how it impacts the field of environmental education

Goal 2: Students will understand environmental systems operating on local, regional, and global scales and human impact on those systems. Students will:

- Describe their own ecological address - the flora, fauna, soil type, life zones, weather and other important ecological factors that characterize the environment in which they live.
- Compare and contrast a variety of ecosystems and life zones.
- Describe the flow of energy and the cycling of elements through an ecosystem.

Goal 3: Students will analyze different points of view about various environmental issues to promote positive environmental change. Students will:

- Develop skills to understand and address contrasting points of view about environmental issues.
- Communicate effectively with a variety of populations that may hold differing opinions regarding environmental education issues.
- Demonstrate environmental literacy.
- Demonstrate critical thinking and problem solving skills.

Goal 4: Students will develop theoretical understanding and practical knowledge of instructional strategies, teaching methods and curricula used in environmental education. Students will:

- Demonstrate a foundational knowledge of theory and praxis

foundational to environmental education.
- Demonstrate a variety of teaching methods and instructional strategies.

DEGREE REQUIREMENTS

- Completion 30-36 credit hours of course work while maintaining a 3.0 GPA. A student's final total of credit hours may vary based on thesis requirements and transfer credits. (*A student may graduate with 30 credits only If the student is a North Carolina state certified environmental educator or if they can show proof of completion of the University of Wisconsin Fundamentals in Environmental Education course pending faculty approval).*
- Payment of all tuition and fees
- A grade of B or better on the thesis or capstone project completed during the last semester the student is enrolled in the program
- Completion of degree requirements within 5 years from the start of the program
- Payment of all tuition and fees
- Approval of the faculty

CURRICULUM

The Master of Science in Environmental Education (MSEE) complements the College's Environmental Studies and Outdoor Education undergraduate programs while meeting environmental education needs in North Carolina. The curriculum for the MSEE at Montreat College has been developed in connection to the National Environmental Education Standards, the North Carolina State Certification program, and Environmental Education teacher education standards and will be assessed yearly following the institutional effectiveness plan of the College.

MASTER OF SCIENCE IN ENVIRONMENTAL EDUCATION (MSEE)

Course	Title	Credits	
EV 500	Fundamentals in Environmental Education	3	
EV 505	Introduction to the MSEE Program	1	
EV 510	Instructional Strategies in Environmental Education	3	
EV 515	Earth Systems	3	
EV 520	Research Methods	4	
EV 525	Designing Environmental Education Experiences	3	
EV 530	Environmental History and Philosophy	3	
EV 535	Environmental Communications	3	
EV 540	Survey of Environmental Education Curriculum Resources	2	
EV 545	Environmental Issues Investigation and Action	1	
EV 550	Thesis Proposal or Project Design	1	
EV 555	Ecosystems	3	
EV 560	Thesis/ NonThesis	3-6	
Total		33	

* EV 581 Directed Study 3 – 6 credits (May be added to coursework at discretion of student and advisor).

Course Descriptions
SCHOOL OF ARTS AND SCIENCES

Graduate

EV 500 FUNDAMENTALS IN ENVIRONMENTAL EDUCATION DESCRIPTION (3)
This web-based course (Internet delivery) provides a foundational knowledge of environmental education and the skills to become an effective environmental educator. This course introduces the learner to theory and practice of EE. Through foundational readings, on-line discussion groups and projects students develop a better understanding of environmental education and the skills needed to develop and improve as an environmental educator.
(Summer Intensive: Year One)

EV 505 INTRODUCTION TO THE MASTER OF SCIENCE IN ENVIRONMENTAL EDUCATION (MSEE) (1)
Orients students to the nature of graduate study in environmental education at Montreat College. It focuses on cohort building, the educational outcomes of the MSEE, and the mission of the College. Students will also be introduced to related opportunities including N.C. certification in environmental education, off campus field courses, and elective options. After discussing the program philosophy, course sequence, program delivery model (online work and summer/weekend intensives), issues related to graduate study, and other opportunities, students will develop a comprehensive plan for completion of the MSEE that incorporates required courses, electives, and other opportunities.
(Summer Intensive: Year One)

EV 510 INSTRUCTIONAL STRATEGIES IN ENVIRONMENTAL EDUCATION (3)
Emphasizes a wide array of instructional strategies and teaching methods that focus on an inductive approach to learning. Students will develop and practice strategies for making effective instructional decisions, assessing needs, selecting appropriate instructional objectives and evaluating student learning. A variety of specific methods and philosophies relative to environmental education for all ages will be introduced. Successful completion of this course will satisfy the teaching methods workshop requirement for the North Carolina environmental education certification.
(Summer Intensive: Year One)

EV 515 EARTH SYSTEMS (3)
This course reviews the structure and function of a variety of environmental systems operating in the atmosphere, hydrosphere, geosphere, cryosphere and biosphere. Physical, chemical, and biological processes will be considered with respect to local, regional, and global levels of scale. Course topics include energy flow, biogeochemical cycles, biomes and biogeographic regions, ecological and physical zonation, the ocean-atmosphere interface, and the notion of change in earth's spheres and zones.
(Summer Intensive: Year One)

EV 520 RESEARCH METHODS (4)
This course reviews qualitative, quantitative, and mixed methods approaches to research in environmental education. Topics include research design, methods for data collection and analysis, and strategies for completing the final document. Note: This course is not intended to be a statistics course. Those students interested in a

quantitative research design for their thesis or final project should take a graduate level statistics course as an elective.
(Fall Semester: Year One)

EV 525 DESIGNING ENVIRONMENTAL EDUCATION EXPERIENCES (3)
This course will address concepts using diverse settings for environmental education and how to develop curriculum that meets the needs of the student, agency, state and/or school. Students will design and participate in a variety of integrated environmental education learning experiences including expeditionary science, ecotourism, and field-based immersion experiences.
(Fall Semester: Year One)

EV 530 ENVIRONMENTAL HISTORY AND PHILOSOPHY (3)
This course investigates the major philosophical, ethical, and theological strands of thought that have influenced environmental thinking. The course will use the history of the environmental movement as a framework for understanding the development of environmental attitudes, perceptions, and behaviors. Students will develop and revise their own philosophy of environmental education through interaction with the readings and discussion.
(Spring Semester: Year One)

EV 535 ENVIRONMENTAL COMMUNICATIONS (3)
Introduces communication theories as they intersect with environmental education and issues and uses critical methods to analyze these issues. The course will increase awareness of the strategies and arguments used by groups, institutions, the media, and key individuals in communicating environmental information and issues. It will also examine theories of communication in terms of public participation in environmental decision-making. Finally, the course will look at strategies that environmental interpreters have used in translating environmental information into communication formats that make it easier and more compelling for the public to understand the information.
(Spring Semester: Year One)

EV 540 SURVEY OF ENVIRONMENTAL EDUCATION RESOURCES (2)
Students will investigate instructional resources for K-12 environmental education and then evaluate and apply them to their practice. Course will include the resources needed to complete the workshop requirement for the NC certification in environmental education. A culminating project will link resources encountered to grade level taught and individual areas of interest.
This course can be waived if the student can show evidence of a course similar to this taken prior to enrolling in the masters and/or if 7 national environmental education curriculum workshops have been completed during the last 5 years.
(Summer Semester: Year Two)

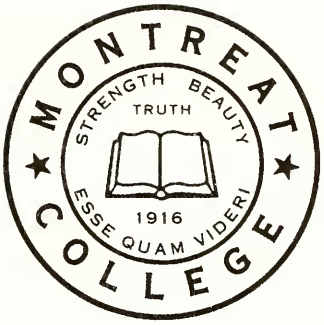
EV 545 ENVIRONMENTAL ISSUES INVESTIGATION AND ACTION (1)
This course will provide knowledge, skills and opportunity to investigate and evaluate environmental issues. Students will take a leadership role in an environmental action project. Successful completion of this course will satisfy the action project requirement for the North Carolina environmental education certification. *This course can be waived if the student has completed an action project for the NCEE certification program. Student should show proof of completion.*
(Summer Semester: Year Two)

EV 555 ECOSYSTEMS (3)
Students will have the opportunity to travel and visit field study sites and public education facilities in selected biomes and life zones. Ecosystem comparisons will be developed with attention given to flora and fauna. Special emphasis will be placed on environmental education programs that educate the public on biomes and life zones. Students will travel as a group for this two-week experience.
(Summer Semester: Year Two)

EV 560 THESIS/NONTHESIS (3)
Students are expected to complete a thesis/non-thesis project of substantial depth that explores a specific area of environmental education and integrates the MSEE curriculum. The project is completed in close cooperation with a faculty advisor. This course is subject to repeated registration.
(Summer Semester: Year Two)

EV 550 THESIS PROPOSAL OR PROJECT DESIGN (1)
This course provides students with an opportunity to make an original contribution to the field of environmental education through a thesis or a chance for the student to develop an expert's knowledge of a particular industry segment and to build a network of professional contacts within a specific sub-field through a project. Topics may be explored via two avenues: research thesis or project. Either of these forms is acceptable and will be comparable in the amount of work required.
(Spring Semester: Year One)

EV 581 DIRECTED STUDY (1-6)
Directed Study for graduate students enrolled in the Master of Science in Environmental Education. Students may choose to participate in a directed study of their own choice and direction of a faculty member. Credit varies from 1 – 3, although a student can repeat for up to six hours of credit.
(Any semester)



Montreat College

School of Professional and Adult Studies (SPAS)

Charlotte, Asheville, and Black Mountain Campuses

Montreat College
2011-2012 Academic Catalog for the School of Professional and Adult Studies

This catalog provides general information about Montreat College and summarizes important information about the College's policies, requirements for graduation, regulations, and procedures. It is not intended to establish, nor does it establish, a contractual relationship with students. Rather, the catalog is published to acquaint students with information that will be helpful to them during their college careers. **Students are expected to familiarize themselves with the academic policies contained in the bulletin. Failure to do so does not excuse students from the requirements and regulations described herein**.

It is necessary in the general administration of the College to establish requirements and regulations governing the granting of degrees. Academic advisors, department chairs, and academic staff members are available to aid students in understanding these requirements and regulations. It is the student's responsibility, however, to meet them. Students are urged to keep this catalog as a reference.

Changes in curricular requirements may occur during catalog publications. Students will be informed of such changes. When changes occur, students may follow the requirements in effect at the time they entered Montreat College, or they may follow the changed requirements. Students must choose to follow one catalog or the other; they may not pick and choose from the various requirements outlined in two or more catalogs. Reasonable substitutions will be made for discontinued and changed courses. Students will be notified in writing via their official, Montreat College student email address should changes occur.

Information in the catalog is considered to be an accurate representation of Montreat College policy as of the date of publication. The College reserves the right to make such changes in educational and financial policy as the College's Faculty, Administration, and/or Board of Trustees may deem consonant with sound academic and fiscal practice. The College has made a good faith effort to avoid typographical errors and other errors in the statements of policy and degree requirements as published. *In any case, erroneous catalog statements do not take precedence over properly adopted policies.*

As an institution in the Presbyterian and Reformed tradition, the College seeks to treat all persons equally and emphasizes the dignity and worth of the individual. In compliance with Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973

and the Americans with Disabilities Act, Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, disability, military service, color, religion, sex, age, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrative programs.

In accordance with federal and state statutes, Montreat College is committed to maintaining a community that is free from sexual harassment and all forms of sexual intimidation, exploitation, coercion, and violence. The Associate Dean of Academics and Institutional Effectiveness is designated as the Title IX Coordinator. Inquiries concerning the College's policies, compliance with applicable laws, statutes, and complaints may be directed to the Associate Dean of Academics and Institutional Effectiveness, Montreat College, P.O. Box 1267, Montreat, NC 28757, (828)669-8012 (ext. 3623).

All students, staff, and faculty are advised that the College is concerned and prepared to take action to prevent and correct such behavior and those individuals who engage in such behavior are subject to disciplinary action.

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ACADEMIC CALENDAR

Refer to cohort schedule for additional important dates.

Fall 2011

Last day to apply for December graduation.....October 3
Homecoming.....September 30–October 1
Offices closed for Thanksgiving.....November 23–25
Commencement Ceremony at 2 p.m. .....December 17
Offices closed for Christmas Break .....December 23–January 2
Deadline for last December graduation requirement.....December 31

Spring 2012

Offices closed for New Year's Day.....January 2
Offices closed for Martin Luther King Day.....January 16
Last day to apply for May graduation.....March 1
Offices closed for Good Friday.....April 6
Offices closed for Easter Monday.....April 9
Spring Commencement at 2 p.m. .....May 12
Deadline for last May graduation requirement.....May 31

Summer 2012

Last Day to Apply for August graduation.....June 1
Offices closed for Independence Day.....July 5
August diploma conferral.....August 31
Deadline for last August graduation requirement.....August 31
Mailing deadline for August diplomas to graduates.....September 17

SCHOOL OF PROFESSIONAL AND ADULT STUDIES

The School of Professional and Adult Studies seeks to provide education that is consistently informed by a Christian worldview to adult professionals with previous work experience. Program offerings permit working professionals to complete educational goals while fully involved in current careers. A special feature of this program is that working professionals can integrate their practical knowledge of the workplace with interactive classroom instruction and Christian principles.

The mission of the School of Professional and Adult Studies is to provide compressed, experiential-based learning to adults with previous work experience. With an emphasis on group dynamics and interactive learning, the School of Professional and Adult Studies integrates theory and practice and permits adults to complete their educational goals while continuing to be involved in their current career. Informed by a Christian world-view, the program is committed to promoting life-long learning with curricula that continually meets the needs of a changing work environment. Programs in the School of Professional and Adult Studies are designed to meet the educational needs of working adults. The adult degree programs began in 1994 in Montreat, North Carolina. Currently, degree programs are offered throughout the Western North Carolina and Charlotte areas with hundreds of students enrolled.

Permanent campus facilities are located in Charlotte, Asheville, and Black Mountain, North Carolina. The Charlotte campus is located off Tyvola Drive near the Charlotte Douglas Airport at 5200 Seventy-Seven Center Drive. The Asheville campus is located in a growing section of the city near the Biltmore Square Mall at 330 Ridgefield Court in the Ridgefield Business Center.

The School of Professional and Adult Studies programs allow adults who want to advance their career opportunities a way to further their education through the Associate in Science degree, Bachelor of Business Administration degree, Bachelor of Science in Management degree, Bachelor of Science in Nursing, Master of Business Administration degree, Master of Arts in Education (K-6) degree, and Master of Science in Management and Leadership degree. Programs are delivered in a non-traditional, accelerated format specifically designed for working adults who have work experience associated with their degree choice. Credentialed faculty members are carefully selected in order to provide appropriate instruction integrating theory with practical experience and Christian principles. Classes meet once a week for four-hour sessions of interactive instruction. Students are also required to meet once a week in study groups to complete such assigned group activities

as presentations, research, and papers. Most courses are offered sequentially, and the majority of students stay with their cohort groups throughout the program, building teamwork skills essential in today's workforce.

ADMISSION INFORMATION

REQUIREMENTS

Associate of Science Degree
To qualify for admission into the Associate of Science degree program, the following conditions must be satisfied:

- Applicants must have openness to the College's mission of the integration of Christian faith and learning.
- Applicants must submit the following credentials:
    - Official, final transcripts of all college courses taken.
    - Official, final high school transcript (if transferring less than 24 semester credits of college credit)
- Must include graduation information
- Must include official GED scores if applicant did not graduate from high school.
- Two written recommendations from persons qualified to judge the applicant's professional expertise, character, and capacity for college-level study.
  Note: One recommendation must be from a current supervisor.
- Students *without transferable college credit* must submit a letter along with their application materials stating why they wish to pursue a degree at Montreat College and outlining the skills and experience they would bring to the program.
- Verification by the American Council on Education (ACE) of any eligible CLEP and DANTES examinations, and non-collegiate military training (a maximum of 15 semester credits considered for transfer credit). CLEP and DANTES are not eligible for aid on their own, and they do not count as in-class status for enrollment purposes. Financial aid is not awarded for CLEP or DANTES. If CLEP or DANTES credit is used to replace a course for which financial aid has been awarded, the aid for that course will be removed from the account.

Applicants starting with 100 – 200 level courses must be 21 years old with three years of post-high school work experience in a field related to the degree. **Students under the age of 24 at time of admission must meet a physical fitness requirement**.

Applicants must have an overall grade point average (GPA) of 2.0 on a 4.0 scale or higher in all previous college work attempted.

Applicants whose first language is not English must demonstrate the ability to read, write, and understand English and submit evidence of proficiency in English by scoring a minimum score of 550 on the paper-based exam, 213 on

the computer-based exam, or 80 on the internet-based exam from the Test of English as a Foreign Language (TOEFL) or an overall band score of 6 on the Test Report Form (TRF) from the International English Language Testing System (IELTS).

Individual consideration may be given to applicants who do not meet all the specific requirements. Students desiring this consideration must submit a letter to support their ability to succeed in the program. The College reserves the right to admit only students who hold promise of academic success. Withdrawal may be required should an applicant intentionally withhold or falsify pertinent information.

Once an applicant becomes a student, satisfactory academic progress must be maintained and will be reviewed three (3) times a year while enrolled at Montreat College.

BACHELOR OF BUSINESS ADMINISTRATION OR BACHELOR OF SCIENCE IN MANAGEMENT DEGREE (BBA OR BSM)

To qualify for admission into the Bachelor of Business Administration (BBA) or Bachelor of Science in Management (BSM) degree program, the following conditions must be satisfied:

- Applicants must have openness to the College's mission of the integration of Christian faith and learning.
- Applicants must submit the following credentials:
    - Official final transcripts of all college courses taken.
    - Official final high school transcript (if transferring less than 24 semester credits of college credit).
- Must include graduation information
- Must include official GED scores if applicant did not graduate from high school
- Two written recommendations from persons qualified to judge the applicant's professional expertise, character, and capacity for college-level study.
  Note: one recommendation must be from a current supervisor.
- Students *without transferable college credit* must submit a letter along with their application materials stating why they wish to pursue a degree at Montreat College and outlining the skills and experience they would bring to the program.
- Verification by the American Council on Education (ACE) of any eligible CLEP and DANTES examinations and non-collegiate military training (a maximum of 30 semester credits considered for transfer credit).

Applicants must have a minimum of 54 semester credits (to include a minimum of 50% general education credit) of transferable credit earned from a regionally accredited college or university. Only grades of C or above (2.0 on a 4.0 scale) are eligible for transfer consideration. For those provisionally accepted with less, a special schedule will be made to help increase the total number credits before the student can start the bachelor core curriculum.

Applicants must have an overall grade point average (GPA) of 2.0 on a 4.0 scale or higher in all previous college work attempted.

Applicants may transfer a maximum of six (6) semester credits (or two courses) into the bachelor core curriculum. To be considered transferable into the core, a course must have been taken at a regionally accredited college, and the student must have an earned grade of C or better. The course must be at the same level and be equivalent in content to the Montreat College course. It is the responsibility of the student to provide proof that courses are equivalent (i.e., provide course descriptions, syllabus). All testing completed and testing results must be sent to the College within the first 24 credits (undergrads) taken at Montreat College. All Non-Collegiate Credit is only admissible if experience is completed and applied for within the first 24 credits taken at Montreat College.

Applicants must be at least 23 years old and have a minimum of two years of relevant work experience in a field related to the degree. Students under the age of 24 at time of admission must meet a physical fitness requirement.

Applicants whose first language is not English must demonstrate the ability to read, write, and understand English and submit evidence of proficiency in English by scoring a minimum score of 550 on the paper-based exam, 213 on the computer-based exam, or 80 on the internet-based exam from the Test of English as a Foreign Language (TOEFL) or an overall band score of 6 on the Test Report Form (TRF) from the International English Language Testing System (IELTS).

Individual consideration will be given to applicants who may not meet all the specific requirements. Students desiring this consideration must submit a letter to support their ability to succeed in the program. The College reserves the right to admit only students who hold promise of academic success. Withdrawal may be required should an applicant intentionally withhold or falsify pertinent information.

Once an applicant becomes a student, satisfactory academic progress must be maintained and will be reviewed three (3) times a year while enrolled at Montreat College.

BACHELOR OF SCIENCE IN NURSING (BSN)

To qualify for admission into the Bachelor of Science in nursing degree program, the following conditions must be satisfied:
Applicants must submit the following credentials:

- Official final transcripts of all college courses taken and any official final transcript from hospital schools of nursing.
- Two written recommendations from persons qualified to judge the applicant's professional expertise, character, and capacity for college-level study. **Note:** One recommendation must be from a supervisor.
- Proof of RN license that is active and unrestricted.
- Verification by the American Council on Education (ACE) of any eligible CLEP and DANTES examinations and non-collegiate military training (a maximum of 30 semester hours considered for transfer credit).

Applicants may have up to 67 semester hours (to include a minimum of 50% general education credit) of transferable credit earned from a regionally or nationally accredited college or university. Only grades of "C" or above (2.0 on a 4.0 scale) are eligible for transfer consideration.

On Admission, applicant must have completed the following as part of 67 semester hours:

English Composition (EN 110 or 111)
English Composition (EN 112, 113, or 114)
Anatomy and Physiology (2 semesters, 4 credits each)
Microbiology (3-4 credits)

Applicants must have an overall grade point average (GPA) of 2.5 on a 4.0 scale or higher in all previous college work attempted.

Applicants must be at least 23 years old and have a minimum of one year of relevant work experience.

Applicants must have openness to the College's mission of the integration of Christian faith and learning.

An applicant whose first language is not English must demonstrate the ability to read, write, and understand English and submit evidence of proficiency in English by scoring a minimum score of 550 on the paper-based exam, 213 on the computer-based exam, or 80 on the internet-based exam from the Test of English as a Foreign Language (TOEFL) or an overall band score of 6 on the Test Report Form (TRF) from the International English Language Testing System (IELTS).

Applicants may transfer a maximum of six semester hours (or two courses) into the nursing bachelor core curriculum. To be considered transferable into

the core, a course must have been taken at a regionally accredited college, and the student must have an earned grade of "C" or better. The course must be at the same level and be equivalent in content to a Montreat College course. It is the responsibility of the student to provide proof that courses are equivalent (i.e., provide course descriptions, syllabus).

Students must maintain satisfactory academic progress, maintaining a C or better in each course taken.

30 semester hours of the BSN core must be completed through instruction at Montreat College.

Individual consideration will be given to applicants who may not meet all the specific pre-entrance requirements. Students desiring this consideration must submit a letter to support their ability to succeed in the program. The College reserves the right to admit only students who hold promise of academic success. Withdrawal may be required should an applicant intentionally withhold or falsify pertinent information.

Once an applicant becomes a student, satisfactory academic progress must be maintained and will be reviewed three (3) times a year while enrolled at Montreat College.

MASTER OF BUSINESS ADMINISTRATION (MBA)

To qualify for admission into the Master of Business Administration degree program, the following conditions must be satisfied:

- Applicants must have openness to the College's mission of the integration of Christian faith and learning.

- An applicant must meet the following conditions:
    - Have a baccalaureate degree from a regionally accredited college or university.
    - Provide official transcripts of any college-level coursework completed for a baccalaureate degree during the last 60 semester credits taken as well as proof of the successful completion of the prerequisite courses listed below in item #3.
    - Provide proof of the successful completion of a statistics course or exam. *If a student has not had an undergraduate statistics course, one course or tutorial in statistics must be successfully completed prior to graduation.*
    - Have three years of relevant business experience.
- Submit two letters of recommendation from persons qualified to judge the applicant's professional expertise, character, and capacity for graduate-level study. **Note:** One recommendation must be from a current supervisor.

Applicants may transfer a maximum of six (6) semester credits of graduate course work into the MBA core. All transfer credit must have been earned at a regionally accredited graduate program, must be at the same level, and must duplicate the content of the Montreat College MBA course. It is the responsibility of the student to provide any needed documentation (i.e., course descriptions, syllabus). The student must have an earned grade of B (3.0 on a 4.0 scale) or above for the course.

Applicants must fulfill all undergraduate business prerequisites before taking the corresponding MBA courses. (Individuals with a BBA degree from Montreat College School of Professional and Adult Studies will have already completed all the necessary undergraduate prerequisites.) Candidates for the MBA degree who possess undergraduate degrees in areas outside business will be required to successfully complete (with a grade of C or higher) the following prerequisite undergraduate business courses*:

- BS 362 Financial and Managerial Accounting 4 credit hours **OR** BS 352 Financial Accounting Issues 3 credit hours
- BS 422 Issues in Corporate Finance 3 credit hours (approved tutorial available)
- BS 351 Economics: Theory, Concepts, and Issues of Micro and Macro 3 credit hours (approved tutorial available
- Undergraduate statistics course must be completed during the MBA program (approved tutorial available) if one was not completed during the undergraduate degree.

*Prerequisites for the MBA program are offered through the School of Professional and Adult Studies in an accelerated evening format.

Applicants are eligible for admission if they meet the following standard:

Montreat College waives the GMAT entrance examination for any graduate of a regionally accredited college or university with an undergraduate degree in Business and a 3.0 grade point average (last 60 hours) who begins the program within one year of degree conferral, OR

Has a grade GPA (grade point average of student's last 60 hours of bachelor's work) that meets the following formula:

(GPA x 200) + GMAT>=950.

(The Graduate Management Admission Test (GMAT) score must be official and completed within the last five (5) years.)

An applicant whose first language is not English must demonstrate the ability to read, write, and understand English and submit evidence of proficiency in English by scoring a minimum score of 550 on the paper-based exam, 213 on the computer-based exam, or 80 on the internet-based exam from the Test of English as a Foreign Language (TOEFL) or an overall band score of 6 on the Test Report Form (TRF) from the International English Language Testing System (IELTS).

Once an applicant becomes a student, satisfactory academic progress must be maintained and will be review three (3) times a year while enrolled at Montreat College.

MASTER OF ARTS IN EDUCATION (K-6) (MAED)

To qualify for admission into the Master of Arts in Education degree program, the following conditions must be satisfied:

- Applicants must have openness to the College's mission of the integration of Christian faith and learning.
- An applicant must meet the following conditions:
    - Have a baccalaureate degree from an accredited college or university.
    - Provide official transcripts from all regionally accredited institutions attended.
    - Have a cumulative GPA of 2.7 in undergraduate study.
    - Have a minimum score of 1000 on the GRE exam (verbal + quantitative) or 336 on the MAT exam.
    - Provide evidence of eligibility to hold an A teaching license in the state of North Carolina.
    - Provide official documentation of one full year of teaching experience.
- Submit two letters of recommendation from persons qualified to evaluate the applicant's character, professional expertise, and capacity to complete study at the master's level. Note: one recommendation must be from a current supervisor.
- Submit a professional goals essay that includes the applicant's goals for enrolling in the program.

Applicants may transfer a maximum of six (6) semester credits of graduate course work into the MAEd core. All transfer credit must have been earned at a regionally accredited graduate program, must be at the same level, and must duplicate the content of the Montreat College MAEd course. It is the responsibility of the student to provide any needed documentation (i.e., course descriptions, syllabus). The student must have an earned grade of B (3.0 on a 4.0 scale) or above for the course. The MAEd director will make the final decision on transferability of courses.

Once an applicant becomes a student, satisfactory academic progress must be maintained and will be review three (3) times a year while enrolled at Montreat College.

MASTER OF SCIENCE IN MANAGEMENT AND LEADERSHIP (MSML)

To qualify for admission into the Master of Science in Management and Leadership degree program, the following conditions must be satisfied:

- Applicants must have openness to the College's mission of the integration of Christian faith and learning.
- An applicant must meet the following conditions:
    - Have a baccalaureate degree from an accredited college or university.
    - Provide official transcripts from all regionally accredited institutions attended.
    - Have a cumulative GPA of 2.75 in undergraduate study.
    - Have a minimum of three years of full time work experience.
- Submit a written letter demonstrating management and leadership potential.
- Submit two letters of recommendation from persons qualified to evaluate the applicant's character, professional expertise, and capacity to complete study at the master's level. Note: one recommendation must be from a current supervisor.

Applicants may transfer a maximum of six (6) semester credits of graduate course work into the MSML core. All transfer credit must have been earned at a regionally accredited graduate program, must be at the same level, and must duplicate the content of the Montreat College MSML course. It is the responsibility of the student to provide any needed documentation (i.e., course descriptions, syllabus). The student must have an earned grade of B (3.0 on a 4.0 scale) or above for the course. The MSML director will make the final decision on transferability of courses.

Once an applicant becomes a student, satisfactory academic progress must be maintained and will be review three (3) times a year while enrolled at Montreat College.

READMISSION OF FORMER STUDENTS

The Office of Student Services oversees the readmit process.
Students formerly enrolled at Montreat College who, for any reason, have not attended classes in the previous four (4) months must submit the following:

- A formal application (obtained from the Office of Student Services).
- A nonrefundable $25 application fee for those who have been away from Montreat College one year or longer, or attended another institution while absent from Montreat College.

- Students who have been enrolled at another institution and are applying for readmission to Montreat College must include an official transcript from each institution attended since leaving Montreat College.
- Students applying for re-admission to Montreat College who have been withdrawn from Montreat College for a period of 6 months or more are held to all requirements of the current Academic Catalog at the time of re-admission.
- Students who left Montreat College on Academic Probation or Academic Suspension must have completed a minimum of 12 semester credits of course work at another institution after leaving Montreat College in academic difficulty. To be considered for readmission, all work attempted at Montreat College and the subsequent institution must compute to a minimum GPA of 2.00 on a 4.00 scale for undergraduate, and 3.0 for graduate. An essay is also required stating why the student would be successful in the SPAS program.

All students being readmitted should contact the Financial Aid Office.

A decision regarding readmission is made by the Student Services Manager or Admissions and Student Services personnel. For questions concerning readmission, please contact the Office of Student Services.

ADMISSION OF SPECIAL AND PART-TIME STUDENTS

Special Student Classification (non-degree seeking): Students may be admitted to the College to take fewer than nine total academic hours for their personal edification and without pursuing a degree. Students wishing to enter under the non-degree classification should submit the following:

- A special student application
- A nonrefundable one-time application fee of $25
- An official transcript showing good academic standing from the last institution attended.
- Additional official transcript showing the completion of prerequisite or co-requisite courses, if planning to enroll in courses for which these are required.

Students who are non-degree seeking are not eligible for financial aid.

A maximum of 18 credits earned while a special student can be applied toward a degree program.

A student wishing to take 12 or more credits in four (4) months must apply as a regular student through the Office of Enrollment. A non-term student is

considered full time when completing 24 credits in 30 weeks. A non-standard term student is considered full time when completing 12 credits per term.

Part time Student Classification (degree-seeking): Students are considered part time when they are seeking a degree, have applied and been accepted as a regular student, and are taking less than a full time load. Students seeking to enroll part time must follow the application guidelines and meet the same admission requirements as those seeking full time status.

EVALUATION OF TRANSFER CREDIT

Students will receive an evaluation of their transfer credit. This evaluation is a summary of the number of semester credits accepted in transfer from all regionally accredited colleges and universities, proficiency examinations the student has previously completed, and military training. Listed on the form are the number of semester credits transferred in and the number of semester credits required to accumulate the total number of hours needed to graduate (126 for the bachelor degree and 67 hours for the associate degree) as well as any deficiencies clearly noted. Students will receive the evaluation form during advising. Students must complete the core curriculum within their chosen degree program.

CONDITIONS OF ACCEPTANCE OF TRANSFER CREDIT

- Only work from a regionally accredited school with a grade of **C** or better (2.0 on a 4.0 scale) for associate and bachelor programs and a grade of **B** or better (3.0 on a 4.0 scale) for master programs will be accepted.

- Courses that do not apply to a student's degree program will not be accepted.

- For courses from an international institution, the transcript must be translated and evaluated by a credible educational evaluation company.

- Credits from regionally accredited institutions will be considered for a course which Montreat College offers no equivalent course, provided the transferred course is relevant to the degree pursued. Only courses that are academic in nature and purpose will be accepted in transfer.

- Vocational training courses such as: air-conditioning technology, electrical circuitry, welding, and keypunch are not accepted.

- Some vocational courses such as anatomy and physiology that are academic in content may be considered for transfer credits up to 30 semester credits.

- Transfer students who have earned the Associate in Arts or Associate in Science degree and who meet the minimum requirements for admission to Montreat College will receive transfer credit for all eligible courses taken from those colleges participating in the North Carolina College System Articulation Agreement, subject to normal transfer credit policy.

- Transferred courses:
    - Are assigned the grade of Pass (P)
    - Are considered as earned credit
    - Do not affect the grade point average or graduation honors.

A student who wishes to enroll in courses offered by another institution must complete the required prior approval form to receive authorization from the Associate Director of Records and Registration to do so prior to taking the course. Failure to follow this procedure may result in loss of transfer credits for these courses.

Students may transfer a maximum of six (6) hours into the bachelor core curriculum if the courses are identical junior- or senior-level courses previously taken at a four-year accredited institution.

The transfer of courses into the bachelor core must be approved by a full time faculty member in the discipline and must be finalized prior to enrollment into the bachelor program.

If students transfer a course into the bachelor core, they must withdraw from the corresponding SPAS course.

Note: Withdrawing from a course affects financial aid.

Transferred quarter credit hours will be converted to semester credits using the following formula:

Semester credit = quarter hours X $^{2}/_{3}$.

Transfer students must fulfill course residency requirement of eight (8) months and the completion of 32 of the last 39 credits at Montreat College. The maximum credits that may transfer from a 2-year institution are **66 semester credits**.

CORRESPONDENCE AND ONLINE COURSES

Eligible courses taken via correspondence from a regionally accredited institution can be applied to a student's degree program. The course(s) cannot be duplication of course work already taken and must be pre-approved by the Associate Director for Records and Registration. Upon successful

completion of the course(s), official transcripts from the institution must be received by the Office of Records and Registration for credit to be awarded.

CREDIT BY EXAMINATION

Adult learners may participate in a variety of credit by examination programs in order to earn credit toward the bachelor or associate degree. Credit will be transferred as pass/fail. *No credit will be granted for an exam for which the student failed to meet the exam minimum score.* Some tests may be taken only one time; other tests may be taken one time in a six-month period of time. These programs are explained below. CLEP and DANTES are not eligible for financial aid on their own, and they do not count as in-class status for enrollment purposes. Financial aid is not awarded for CLEP or DANTES. If CLEP or DANTES credit is used to replace a course for which financial aid has been awarded, the aid for that course will be removed from the account. All students using credit by examination to complete their degree requirements must have completed all testing by two months prior to the graduation date.

Advanced Placement (AP) Exams
This credit by examination program is sponsored by the College Entrance Examination Board for evidence of completion of a college-level course taken in high school. Scores of 3, 4, or 5 will be accepted.

College Level Examination Program (CLEP)
www.collegeboard.com
This credit by examination program uses CLEP subject area examinations. Students who earn a score equal to a grade of C or above may apply such credit toward their degree program. Guidelines developed by the American Council on Education (ACE) for the awarding of these credits are followed.

Defense Activity for Nontraditional Education Support (DANTES)
www.getcollegecredit.com
This credit by examination service was established in 1974 to administer Subject Standardized Tests (SST) to military service and civilian personnel. Guidelines developed by the American Council on Education (ACE) for awarding these credits are followed. To have your scores sent to the Montreat College campuses, students must use the following codes: Charlotte Campus -- 9015; Asheville Campus -- 9121; Montreat Campus -- 7707.

Students interested in taking CLEP or DANTES exams should contact an academic advisor in either the Asheville or Charlotte Student Services Office. Before taking any credit by examination test, a prior approval form, available at any campus, must be completed to ensure the credit will apply toward the degree program as intended by the student. If credit by examination tests have been taken prior to enrollment in the School of Professional and Adult

Studies, the student must request official score transcripts from the examination program.

Credit for Montreat College cannot be based upon academic credit awarded by another institution.

ASSESSMENT OF DOCUMENTED LEARNING

Those seeking elective credit for professional experience have two options at their disposal: (1) Non-collegiate Credit Assessment (NCA), which is an evaluation of certified corporate training; and (2) military credit. Both programs are designed to assist undergraduate-level students in earning *general elective* credits for past or ongoing training at their place of employment. Specific policies and fees are associated with these programs and students need to be aware of their responsibilities as they utilize these programs.

Note: All military information must be received at the time of application.

Montreat College closely follows the American Council of Education (ACE) recommendations. Students may have certain certifications or professional training experiences, but this does not mean they are awarded credit. If an exact or comparable match to the certification cannot be found in the ACE recommendations, Montreat College will not award academic credit. Any ACE recommendation must also meet the criteria for collegiate transfer credit (see Conditions of Acceptance of Transfer Credit).

Non-collegiate Credit Assessment (NCA)

Students should submit requests for Non-collegiate Credit Assessment (NCA) for activities undertaken prior to enrollment at Montreat College to their academic advisor during their *first three (3) months of enrollment*. Once enrolled at Montreat College, all (NCA) evaluation packets for newly completed job training evaluation, are due *three (3) months after completing training*. In order to begin the NCA evaluation process, the following five (5) items are required and must be submitted to the Student Services Office at either the Asheville or Charlotte campus:

- Official and original certificate of completion for each course to be evaluated. Certificates will be returned to students upon completion of the evaluation.
- A content description of each course to be evaluated. This must be an official course description such as the course brochure.
- Contact hour verification for each course to be evaluated. This must be from an official source such as a company's human resources department, official certificate, or course description. Contact hours are the number of hours spent in class for the course. As a general rule, for a course to be considered for college credit, it must have a minimum of 15 contact hours.

- A 2- to 4-page competency paper containing a detailed summary of what was gained from the course and how it applies to professional as well as private life. A paper is required for each course to be evaluated.
- A nonrefundable evaluation fee of $35 payable to Montreat College. The evaluation fee will be applied toward the first hour of credit if at least one hour of credit is awarded. The fee for additional credit hours awarded is **$35 per credit hour**. *NCA packets not containing the evaluation fee will be returned.*

Items 3 and 4 may be waived if the student can have an official ACE (American Council of Education) transcript sent directly to Montreat College School of Professional and Adult Studies.

Current NCA being used to meet graduation deadlines must be submitted no later than the deadline for the graduation application.

Note: Allow three (3) to four (4) weeks after receipt of all the above material for an evaluation to be completed. Credit awarded will be posted to the Montreat transcript once the Office of Records and Registration has notification of the results and fee payment.

Note: Exams must be taken by the end of the month of the graduation application deadline: March 31 for Spring, June 30 for Summer and October 31 for Fall.

Military Credit
Military credit can only be used as general elective credit. Montreat College uses the American Council on Education's (ACE) guide to evaluating educational experiences in the armed services for evaluating all military credit. Certified copies of the veteran's DD214 discharge papers or an official military transcript is carefully evaluated for all details concerning military experiences; credits are awarded at face value. The DD214 or official military transcript should always accompany the student's application for admission.

To request military transcripts, students can visit the following website:
http://www.uscg.mil/hq/cgi/links/links_transcripts.asp

Credits completed at the Community College of the Air Force with a grade of S are reviewed as general elective credit. Credits with grades of **A – C** are evaluated just like any other 2-year college transcript.

All non-collegiate credit (NCA, military, and testing) is limited to a total of 15 semester credits for Associate's and **30 semester credits** for Bachelor's degrees.

Service members Opportunity College (SOC) -- Montreat College is one of 1,200 colleges and universities that supports members in all branches of the military who are attending college. The SOC contract is managed for the Department of Defense by the Defense Activity for Nontraditional Education Support (DANTES).

TRANSFER AGREEMENTS

Montreat College School of Professional and Adult Studies endorses the North Carolina College System Comprehensive Articulation Agreement. For a more detailed explanation of this agreement, contact the nearest Student Services location.

Student Financial Services Information

Montreat College endeavors to provide an opportunity for Christian higher education to all who desire it. By working to keep expenses at a minimum and by offering a substantial and comprehensive financial aid program, the College provides an educational opportunity for many students who otherwise might not be financially able to attend college.

TUITION AND FEE STRUCTURE

Tuition rates per credit hour starting in January 2011 are:

MBA $485 (includes books)
MSML $485 (includes books)
MAEd $485 (includes books)
BBA $375
BSM $375
BSN $375
ASSOC $375

Resource fees are rolled into the tuition costs.

A $40.00 Graduation Application Fee will be due upon filing the graduation application.

The cost to Audit an undergraduate class is $100 plus a $50 resource fee. To Audit a graduate class the cost is $200 plus a $50 resource fee. The student has the option to purchase the book or have Montreat provide the book at a cost of $185 that will be charged to the students account.

Montreat College guarantees the tuition and fee rate in effect at the beginning of a cohort. Students who withdraw from and reenter any program must adhere to the prevailing standards and fee structures at the time of reentry. Any changes to scheduling may also affect the amount and timing of financial aid available.

All outstanding balances must be cleared before future course or program registrations will be approved. The College reserves the right to withdraw students from a course for failure to meet financial obligations. A $50 late fee is charged each time a payment is received after the due date. There is a $25 charge for any check returned for insufficient funds.

Associate's and bachelor's program students must pay a $100 deposit once they are accepted into the program to reserve a place. The deposit will be applied toward the first course and is nonrefundable after the first class meeting (includes orientation). Master students must pay a $250 deposit once accepted into the program to reserve a place.

PLUS Program (Program Listing for Undergraduate Studies)

The PLUS Program was developed by Montreat College to assist students in fulfilling their general education and elective credits as they pursue their associate's or bachelor's degree. PLUS courses provide interesting and convenient options and include such subjects as psychology, theology, history, music, and language. Information and registration information may be found on the following website: http://www.montreat.edu/AdultStudies/PLUSProgram/tabid/1036/Default.aspx.

PLUS course tuition is assessed on a flat rate of $865. . Tuition must be paid two (2) weeks before the first class; otherwise, the student will not be registered for the course. Aid may be available for PLUS classes depending on the student's schedule and paperwork. Any student registering for a PLUS course should contact the Financial Aid Office to see how his or her aid may be affected.

TUITION REIMBURSEMENTS

Students who anticipate that all or part of their expenses will be paid by tuition reimbursement are expected to pay in advance for courses with their own funds.

RECEIPT REQUESTS

Students may access receipts for reimbursement purposes by accessing their accounts online at: https://selfservice.montreat.edu/Home.aspx.

If a student has questions or problems accessing the website, he or she should contact the Student Accounts office at 704-357-3390 or 1-800-436-2777.

STATEMENT OF STUDENT ACCOUNT

Around the 15th of each month, the Student Accounts Office sends statements to all students with a balance due. Statements are not routinely sent to students with a zero (0) or credit balance. Students may print a student account history by going to the following site: https://selfservice.montreat.edu/Home.aspx

FINANCIAL WITHDRAWAL POLICY

A student's account is reviewed two (2) weeks before a course begins. If payment is approved, the registration stands. If payment is not approved, the student is removed from the course after there is confirmation the student knows about the insufficient funds on the account. If the student still wants to take the course, the student must register for the course again and registration must be approved by the Student Services Office before the student may return to the class. If the student is not approved 24 hours prior to the start of the course, then the student is not eligible to take the course. A

program withdrawal will go into effect until such time as the student receives approval to return to the program. All funds for which the student is ineligible will be returned.

GENERAL INSTITUTIONAL STUDENT ACCOUNTS POLICY

Students in the School of Professional and Adult Studies are automatically registered for all courses in their program. They are required to sign the following Payment and Initial Disclosure Agreement (the payment agreement):

"The payment of all tuition and fees becomes an obligation upon registration at Montreat College (hereafter referred to as 'the College'). The Federal Truth-in-Lending Act requires complete disclosure of the terms and conditions controlling payment of the student's obligations.

"The payment agreement will cover the student's financial obligations with the College for so long as the student continues to incur obligation to the College and/or has an outstanding balance on his/her account. If the student signs more than one payment agreement, the agreement and statement which was last executed shall control the payment of the student's financial obligations to the College. The payment agreement supersedes all tuition agreements previously signed by the student. The College reserves the right to modify the terms and conditions of this payment agreement prior to registration for any cohort by sending a written notice to the student at his/her last known billing address. The student is responsible for providing the Student Accounts Office with his/her billing address and phone number. The student shall inform the Student Accounts Office of any changes to his/her billing address or phone number.

"Any changes in the student's schedule needs to be discussed with the Financial Aid Office. The College reserves the right to terminate the student's privileges for non-payment. In the event of such a termination, the entire balance shall be immediately due and payable. The student's failure to pay the entire balance within 30 days shall result in the account being handled as a delinquent account as explained below.

"Delinquent accounts occur when the payment terms on a student's account have not been met. When an account becomes delinquent, a letter is sent giving two weeks to make a satisfactory payment plan or payment in full. If a satisfactory payment plan is not made, a letter will be sent giving an additional two weeks to make payment or the account will be sent to an external collection agency. The College has the right to take steps to collect the balance, including but not limited to the following: prohibiting the student from scheduling future courses, withholding course credits, academic transcripts, diplomas, and viewing grades until the balance is paid; turning over the student's account to a collection agency; and taking legal action to collect the

balance due. In addition, students may be removed from current course enrollment. If the College incurs any expenses in collecting the student's account, the student shall pay all the College's cost of collection. This includes, but is not limited to, a collection agency fee and/or reasonable attorney's fees. In the event that appropriate tuition and fees are not paid and the College is forced to take formal collection procedures, the party or parties liable for such unpaid tuition will further be liable to the College for reasonable attorney's fees, plus all other reasonable expenses incurred by the College in collecting the delinquency, to the extent allowed by law."

The following Refund Policy will be in effect for each course:

- If the student withdraws before the course starts, the student will not be charged for tuition or fees.
- If a student withdraws from a course after the first class meeting, the student will be charged 10% of the tuition cost of the course.
- If the student withdraws after the second class meeting, the student will be charged the full tuition.
- If a student has not attended a course class and withdraws from the course after the first class meeting but before the second class meeting, the student will be charged $100 for tuition.
- If a student has not attended a course and withdraws from that course after the second class meeting but before the third class meeting, the student will be charged $200 for tuition. A grade of W or WF is assigned to the course based on when the student withdraws during the course.

For every Drop/Add form that is submitted by the student to their Advisor a $50 processing fee will be charged to the students account.

"The date of a student's withdrawal is the date the student notifies her or his academic advisor on a properly executed withdrawal form. It is the responsibility of the student to officially withdraw, following the procedures detailed in the program withdrawal and course withdrawal policies.

"The College's duties and obligation under the contract shall be suspended immediately without notice during all periods that the College is closed because of forced events including, but not limited to, any fire, act of God, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the College's control. If such an event occurs, the College's duties and obligations will be postponed until such time as the College, in its sole discretion, may safely reopen. The undersigned's obligation under the terms of this contract will continue notwithstanding.

This Agreement creates a legal obligation to pay tuition and required / applicable fees. All parties who bear financial responsibility must sign below.

Processing will be delayed without required signatures. The student must sign that he or she has read the above conditions and understands his or her financial responsibility to Montreat College.

"This agreement shall remain in effect for the duration of the individual's enrollment at Montreat College."

A **refund** refers to money paid toward program charges that must be returned to financial aid sources and/or the student. A **repayment** is the amount of cash disbursed to the student that must be repaid to federal, state, or institutional sources. For more information, refer to the **Financial Aid** section of this academic bulletin.

SPAS STUDENT ACCOUNTS COLLECTIONS POLICY

Communication of Agreement with Students
All students are required to sign and initial the Disclosure and Payment Agreement which contains the College's collection policies and procedures and serves as a promissory note for collections purposes.

Summary of Collection Process

- $50 fee is assessed for all balances not paid in full by the first day of class per course. Monthly bills are sent out for all past due balances and full payment is requested.

- A hold is placed on those accounts with an outstanding balance that are past due 24 hours before the course starts. A hold bars students from viewing grades, getting transcripts, registering for classes or returning for the following course. Students will not receive credit for attending class if the balance is not paid in full 24 hours before the course starts.

Student Financial Appeals Policy
A student may request an exception to the College's financial policies by directing a written appeal to The Vice President of Finance and Administration; POB 1267, Montreat, NC 28757.

FINANCIAL AID

If a student chooses financial aid as a method of meeting the financial obligations of a SPAS program, all forms must be completed and returned to the Financial Aid Office at least four weeks prior to the start of the first course. If a student does not have all her or his financial aid paperwork submitted to the Financial Aid Office at least four weeks prior to the start of the first course of her or his award year, the student will be considered self-pay until all the paperwork is submitted. If the financial aid paperwork is submitted after the fourth week prior to the first course, the student's financial aid award may be delayed. All financial aid funds are posted directly to student accounts. They cannot be issued as a check directly to a student. Financial aid information and forms may be found at the College website: www.montreat.edu.

All SPAS students are required to sign ***an authorization to retain funds,*** indicating their preference for the handling of credits resulting from the posting of federal and state financial aid to their accounts. When a student elects to leave funds on her or his account to pay for future courses in SPAS, the Student Accounts Office will use any credit as long as it is sufficient to pay subsequent charges to the student's account. If a student elects to be refunded credit balances derived from federal or state aid, the student is considered thereafter to be self-paying.

If, as the result of withdrawal from a course or nonattendance in a course, a portion or all of the federal and/or state funds are invalidated, then it is the student's responsibility to pay in a timely manner any outstanding balance no longer covered by financial aid funds.

At the end of the federal award period, any credit remaining on the student's account from federal aid is sent automatically to the student regardless of the preference expressed on ***the authorization to retain funds***.

APPLICATION PROCEDURE

To apply for financial aid, an individual must first apply for admission to the Montreat College SPAS program.

The Free Application for Federal Student Aid (FAFSA) must be completed online (www.fafsa.ed.gov) and submitted electronically to the Department of Education for processing. The FAFSA must be completed each year for students to receive aid.

Financial aid awards are made after a student has been offered admission, has committed to a cohort, the Financial Aid Office has received an official

schedule, and all requested documents are received. Students are notified via an official award letter.

Students must complete a **Master Promissory Note** (MPN) for the William D. Ford Federal Direct Loan through the Department of Education: www.studentloans.gov.

Students must also complete online the **Direct Loan Entrance Counseling.** To receive a loan, go to www.studentloans.gov.

Students eligible for educational benefits through the Veterans Administration or Vocational Rehabilitation should apply directly to these agencies and inform the Financial Aid Office of that benefit. Students must also report to the Financial Aid Office any military payments, tuition assistance, scholarships, or employer tuition reimbursement. Failure to report tuition assistance, scholarships, or employer tuition reimbursement on the Admission/Financial Aid Application may lead to a student's financial aid award being adjusted after being initially awarded, and the student runs the risk of having her or his aid returned to the federal or state government.

NOTE: VALIDATION OF ALL HIGH SCHOOL DIPLOMAS

According to federal regulations, high school diplomas must be valid in order for a student to be eligible for Title IV funding (i.e. federal funding).

Beginning July 1, 2011, Federal regulations require all colleges and universities to evaluate the validity of a student's high school diploma if the institution or the Secretary of the Department of Education has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education (Higher Education Act § 668.16(p)).

MAINTAINING FINANCIAL AID

To maintain financial aid, no course can be skipped and courses must be taken in the exact order, time period, and format in which the financial aid was awarded. Changes in the order of courses or failure to complete courses as scheduled may result in the adjustment or cancellation of the student's award amounts, payment period and date of disbursement. Students should refer to the schedule given to them by their advisor. **If the student must make a schedule change, he or she is responsible for contacting the financial aid office to understand the implications of the change on his or her financial aid**. This includes those courses replaced by exams or non-collegiate credit. There is a fee for dropped courses. **Only Montreat coursework is considered for financial aid awarding.** Students must maintain satisfactory academic progress (refer to policy for details) and must reapply each academic year for financial aid.

Students who are in default on federal student loans will not be eligible for any financial aid until the default is cleared through the National Student Loan Database System, or proof is submitted and accepted that the default has been cleared.

ELIGIBILITY AND TYPES OF AID

Students who are citizens or have permanent residence status in the United States are eligible to apply for financial assistance under various federal aid programs. Students must be registered for all courses needed to complete an academic year. Students must complete all the financial aid paperwork, including the Free Application for Federal Student Aid (FAFSA), to be considered for the following programs.

Federal Pell Grant

Pell Grant eligibility is based on the student's expected family contribution (EFC) recorded on the Student Aid Report. The lower the EFC, the higher the aware will be to the student.. Pell Grants are available only to undergraduate students. Financial aid is awarded on the basis that students will take all the courses contained in their cohort schedule. To be considered full time, an undergraduate student is awarded aid for an academic year that includes a minimum of 30 weeks of instructional time and a minimum of 24 credit hours attempted. If a student does not need a course included in the financial aid award or they are considering withdrawing from a course, they should contact the Financial Aid Office immediately.

William D. Ford Federal Direct Student Loan Program

Federal Direct Loans (subsidized and unsubsidized)are low-interest loans available to assist eligible students. A student must complete an online Entrance Counseling Interview and Promissory Note to receive federal loan funds. Upon meeting all general eligibility requirements, the loan application must be certified by the College. The loans are guaranteed and insured by the federal government. A student must be enrolled and accepted as a regular student working toward a degree in an eligible program.

North Carolina Legislative Tuition Grant (NCLTG)

Available at most campus locations, recipients must have been a North Carolina residents for the last 12 consecutive months, be registered as part time, three-quarter time, or full time students on the eligibility date, be enrolled in a class on the eligibility dates , be pursuing their first bachelor's degree, and meet financial aid eligibility requirements. Students must complete a yearly FAFSA and yearly LTG application to be considered for this grant. This grant will only be disbursed after a student has successfully completed her or his payment period credit hours. If a student withdraws from a class, fails a class, takes a leave of absence, or makes any other schedule change, he or she may not qualify for this grant. Students cannot receive two disbursements of LTG in one payment period.

N.C. Lottery Grant
Applicant must meet the following criteria:

- Be a North Carolina resident for tuition purposes
- Meet the Satisfactory Academic Progress requirements

Eligibility is determined based on the same criteria as the Federal Pell Grant with one exception; students not eligible for the Federal Pell Grant with an estimated family contribution of $2001 to $5000 will be eligible for an Education Lottery Scholarship. Students who have earned baccalaureate (four-year) college degrees are ineligible.

EMPLOYER REIMBURSEMENT

Many employers offer tuition reimbursement to employees in academic programs. Students should contact the appropriate employer representative for more information and notify the Financial Aid Office of any awards made. Most employers reimburse tuition after a course is completed, so it is advisable to borrow enough money to pay for several courses until reimbursement is made. The student is responsible for paying tuition and fees prior to starting a course. Students using employer vouchers must submit them by the course due date and pay any remaining balance by that date. If any employer reimbursement information changes, the student must complete the Information Change form and submit it to his or her advisor. The student's financial aid may be subject to change.

VETERAN'S HELP DESK (GI Bill)

The Office of Records and Registration works with the Veterans administration to assist in administering the various programs of benefits to veterans or eligible relatives of veterans. The Office of Records and Registration certifies enrollment and transmits necessary credentials and information to the proper administrative office.

A student must be admitted and actively enrolled in courses at Montreat College **before the enrollment verification process for veteran's benefits can begin.** Students in the School of Professional and Adult Studies may be eligible for the full monthly allowances provided they are enrolled in 12 or more semester credits. Students are responsible for verifying enrollment and reporting any changes in enrollment status to the Office of Records and Registration (va@montreat.edu). If any military reimbursement information changes, the student must complete the Information Change form and submit it to his or her advisor.

Students may visit **www.gibill.va.gov** for more information or to file an electronic application form. For on-campus assistance, students can contact the Veteran's Help Desk at (828) 669-8012, x 3731.To check on the status of benefits, students can contact the Veterans Administration at 1-800-827-1000.

Students must keep in touch with the Office of Records and Registration before taking their first course and for each course and schedule change thereafter. This can be done at va@montreat.edu. The School of Professional and Adult Studies courses are taught in an accelerated format and therefore may not conform to the VA standard for full time rate of pursuit. Students should contact the School Certifying Official for more detail.

Bachelor's and master's students who are active duty or retired military with a current military ID card may be eligible for a 20% discount in tuition. This discount may not be combined with any other discount. For more information, contact Student Financial Services.

FULL TIME STATUS

Financial aid is awarded on the basis that students will take all the courses contained in their cohort schedules. To be considered full time, an undergraduate student is awarded aid for an academic year that includes a minimum of 30 weeks of instructional time and a minimum of 24 credit hours attempted. To be considered full time, a graduate student is awarded aid for an academic year with a minimum of 30 weeks of instructional time and 18 credit hours. If students do not need a course included in the financial aid award or they are considering withdrawing from a course, they should call the Financial Aid Office immediately. Courses should be replaced if possible in order to avoid gaps in schedules resulting in a break of attendance.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Students receiving financial aid must maintain satisfactory academic progress. Montreat College has developed standards of Satisfactory Academic Progress (SAP) in accordance with federal regulations. This Policy measures quantity (number of credits completed), quality (cumulative quality point average), and maximum time frames for completion and measures progress incrementally.

The provisions of the Satisfactory Academic Progress policy apply to students seeking eligibility for Federal Title IV Aid, state and institutional aid, and other programs that require monitoring of academic progress.

Note: The Satisfactory Academic Policy for Financial Aid recipients is independent of Academic Probation and Suspension under the Records and Registration section.

STATEMENT OF SATISFACTORY PROGRESS FOR FINANCIAL AID PURPOSES

It is very important to note that there are two types of Satisfactory Academic Progress (SAP) requirements: 1). Academic SAP, which applies to all enrolled students and is monitored by the Office of Records and Registration, and 2). Financial Aid SAP, which only applies to students receiving financial aid.

Each type has different requirements so it is possible to meet the requirements for Academic SAP and not meet the requirements for Financial Aid SAP.

Federal regulations (Sections 668.16, .668.32 and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making *satisfactory academic progress* toward earning his or her degree.

At Montreat College this determination of progress is made at the end of each semester including the summer semester, and before the Financial Aid Office disburses any federal aid funds for the subsequent semester. To be eligible to receive Title IV federal funds, Pell Grants, SEOG, Federal College Work Study, Federal Perkins Loans, Federal Direct Loans or state and institutional aid, students must maintain satisfactory progress.

Satisfactory Academic Progress (SAP) has three criteria and students must meet **all** three:

1. A Qualitative measure: All students must maintain a cumulative 2.0 GPA
2. A Quantitative measure: All student must earn 67% of all credits attempted
3. A Pace of Progression measure: All students must complete their program in 150% of the credit requirements. For example, a program which requires 120 credit hours for completion must be completed in 180 attempted credit hours (120 x 1.5 = 180) This is also called the Maximum Time Frame (MTF) criteria and is also a quantitative measure.

One additional SAP criteria students should be aware of, especially if they plan to double major, is: automatic completion. All students who have completed all credit requirements for any of their programs will be considered as having earned a degree for financial aid purposes even if they have not applied for graduation. These students will not qualify for need based federal and state financial aid at this point.

Failure to Meet Satisfactory Academics Progress

Financial Aid Warning – Students who fail to make SAP may continue to receive financial aid for one additional semester. No appeal is necessary for this student at this time.

Financial Aid Suspension -- Students who fail to regain SAP at the end of a semester on Financial Aid Warning are not eligible to receive financial aid. A student on Suspension has the option to appeal to have his or her eligibility reinstated. If the students appeal is denied, the student remains on Suspension and can only regain eligibility once he or she meets all three of the SAP criteria.

Financial Aid Probation – Students whose appeals have been approved are placed on Probation. The appeal approval will outline what the student needs to do to keep receiving finical aid. This may range from the student regaining eligibility at the end of the next period of enrollment to the student meeting specific criteria as identified in an Academic Plan.

Effect of Incompletes, Withdrawals, Failures, and Repeats
All incompletes, withdrawals, failures, and repeats are included as **attempts** when determining SAP for financial aid. Depending on when a student withdraws in the semester, his or her aid may be recalculated. Students should consult a financial aid counselor before making any adjustments to their schedules as it may have an impact on their awards.

Effect of Changing Major/Double Major
A change of academic major or the pursuit of a double major does not extend eligibility for financial aid. Students are still expected to complete their programs within 180 hours. A student may appeal if he or she fails to make SAP for this reason.

Effect of Summer School Enrollment/Cooperative Education/Consortium Agreement/Study Abroad
Credit hours attempted during the May term and summer semester will be used to determine SAP.

If a student is enrolled via a consortium agreement/study abroad program, a transcript will be obtained from the host school and the credit hours will be included as attempts along with the credit hours earned.

Effect of Credits by Transfer, Examination, Military Credits, Life Experience Credit
Transfer credits that have been accepted and counted toward the student's program of study will be used as attempts and completes and will be included in determining SAP.

Academic credits received via examination, military, or life experience are counted as attempts and as earned credit.

Effect of a Second Degree
A student who has already been awarded a bachelor's degree may apply for a second degree only if the second degree is different from the first degree. Ordinarily, a second degree at the undergraduate level is discouraged, and a graduate degree is encouraged. Students who have earned a degree are not eligible for need based federal and state aid.

Effect of Auditing Courses
Students do not earn any academic credits for audited courses. Audited courses do not count in the calculation of "attempted hours."

Reinstatement of Aid
Aid may be reinstated on a probationary status by meeting the requirements for SAP or by an approved appeal. If aid is reinstated, a probationary status will remain in effect. A period of non-enrollment does not reinstate aid eligibility. A student returning after an extended period of non-enrollment must still submit a SAP appeal.

APPEALS

Students who wish to appeal the suspension of financial aid eligibility based on mitigating circumstances (i.e., severe illness, death of a close family member, severe injury, or other traumatic experiences) may do so by submitting a letter of appeal *and supporting documentation* to the Director of Financial Aid within **ten (10) days** from the date of notification that aid has been canceled.

All appeals must:

1. Include the completed SAP appeal form.
2. Include the student's statement which identifies the mitigating circumstances that led to SAP not being maintained. The first SAP appeal must address all unearned credits that appear on the Montreat College transcript as SAP is cumulative.
3. Provide supporting documentation, such as statement from the doctor, death notice, etc.
4. Identify and have approved by the Academic Advisor and/or the Director of Student Success a plan to correct academic deficiencies. This plan must be signed by the student and preparer.
5. Include the student's degree audit which may be obtained from the Office of Records and Registration.
6. Include the student's Montreat College identification number, or Social Security number, current address, and communication information.
7. Be legible.

All initial and subsequent appeals, supporting documentation and corrective plans of action must be received within ten (10) days of notice. The Financial Aid Advisory and Appeals Committee *will not review* incomplete or partial appeals. All documentation is retained by the Financial Aid Office for audit purposes.

The Director of Financial Aid will take the appeal to the Financial Aid Advisory Team and notify the student of the decision to reinstate or deny aid. If approved, conditions may apply. If the conditions are not satisfied, aid may be denied in a subsequent term. As described in the federal regulations, *all decisions at this point are final.*

The Student Financial Aid Office will review no more than two appeals from a student.

RETURN OF TITLE IV STUDENT AID

In the event a student withdraws from a course or the entire program, either through nonattendance or by administrative withdrawal, does not return to the next course after an approved leave of absence, or is not making satisfactory academic progress, the Financial Aid Office is required to process a withdrawal calculation.

All calculations are based on the last date of documented class attendance within the student's period of enrollment. A period of enrollment is one-half of the financial aid academic year. All awards that include federal Title IV aid will be subject to the federal return of Title IV funds calculation. All nonfederal funds are subject to the Montreat College refund calculation. The College has a fair and equitable refund policy as required under Section 668.22 (b) (1) of the federal regulations. The Montreat College refund calculation is equal to the federal calculation but takes into consideration only nonfederal forms or aid.

The federal return of Title IV funds calculation determines the percentage actually completed of the period of enrollment for which the assistance was awarded the student. This figure is used to determine the percentage of the aid the student earned for the period of enrollment. All unearned funds are returned to the proper agencies in the order prescribed by federal and state regulations. These regulations dictate that the College is obligated to apply refunds in the following order: Unsubsidized Stafford loan; Subsidized Stafford loan; federal PLUS loan; federal Pell Grant; federal Supplemental Educational Opportunity Grant; other Title IV, state, private, or institutional aid; the student.

Students must pay any charges remaining on their account after funds are returned to the proper agencies.

FINANCIAL POLICY APPEALS

Any student who wishes to appeal a financial aid or student accounts decision must do so in writing to the Vice President for Finance at the following address:

Vice President for Finance
Montreat College – MC 868
P.O. Box 1267
Montreat, NC 28757

Schedule Changes

Any changes made to a student's schedule will result in changes in the timing and/or amounts of financial aid disbursements. Start dates, end dates, and midpoints of academic years may be affected. It is also possible that a student may enroll in a class that is not eligible for aid due to the dates of the course. All students should contact the Financial Aid Office as soon as they are aware of a schedule change to see how aid may be affected.

Financial Aid Website

All students should regularly review the entire Financial Aid section of the Montreat website www.montreat.edu in order to be aware of policies and deadlines. Deadlines and aid amounts change from year to year, based on State and Federal regulations.

Financial Aid Attendance/Scheduled Break Policy

Attendance is monitored for all students at Montreat College in order to determine their eligibility for financial aid. If a student remains absent for 29 days or more without the proper paperwork, the student must be withdrawn from the program. If a student is a financial aid recipient, an R2T4 will be processed and federal and state funds may be returned.

GENERAL STUDENT INFORMATION

STANDARDS OF CONDUCT

The trustees, administration, staff, faculty, and students seek to be motivated by Christ's love for us, and we desire to reflect that love for one another; therefore, we are called upon to practice consideration, fair play, and concern in our daily interaction with each other as an expression of our commitment to be a community under the lordship of Jesus Christ. Kindness and consideration demand the deliberate consciousness of other people's feelings and an effort neither to hurt nor offend other members of the community.

Such high aspirations require an understanding of what Christian standards are both in and out of the classroom, and they can be reached only when each one in the Montreat College community makes an honest effort to incorporate them into the pattern of daily living.

An obligation for patience and for the effort toward redemption is inherent in a Christian community. At the same time, the College reserves the authority to ask those members to withdraw who do not accept its delineation of Christian standards, and who are unable to learn to live happily in the framework of ideals. Those who act or speak in an abusive or threatening matter will be shown zero tolerance.

PROGRAM EVALUATION

In addition to the ongoing course-by-course student evaluations, graduates will be asked to evaluate the Montreat College program via exit interviews, exams, and follow-up evaluations done at three-year intervals. Employers are also asked to participate in this evaluation. Information obtained from these evaluations helps the administration, staff, and faculty make decisions about modifications in the program.

CHANGE OF PERSONAL INFORMATION

It is the student's responsibility to notify the academic advisor immediately in the event of a change of employment, address, telephone number, email address, name or, any tuition assistance.
The academic advisor can provide the appropriate information change form. Note that name changes must be accompanied by a copy of the new social security card and driver's license.

MONTREAT STUDENT EMAIL ACCOUNTS

Each student is assigned an email account during the first week after starting the program and will be received by the second class night. This will allow students to communicate with and receive communications from various offices attached to Montreat College such as Student Services, Records and

Registration, Student Accounts, and Financial Aid concerning non-public information. Students may also communicate with professors who may not have a permanent office on campus.

It is essential that all passwords for email and online access be kept confidential. No one from Montreat will ever ask you for this information. If you have difficulty accessing your information online, contact Information Technology at extension 3661.

All students are required to check their Montreat College email on a regular basis. Not checking the student email assigned by Montreat College is not a defense for not knowing vital information sent to students. Should a student use an email that is not assigned by Montreat College requesting information Montreat deems private, that information will be sent to the Montreat email address ONLY or to the home address via the postal service.

ENROLLMENT VERIFICATION

Students, for various reasons, may need official written proof that they are currently enrolled. If a student requires this information to defer student loans, he or she should contact the lender for an In School Deferment form. If a student requires this information for other reasons, he or she should send a written request stating where the information needs to be sent, and exactly what information the receiver requires. Students should send their requests to the Office of Records and Registration via fax 828-669-2141 or mail to:

Montreat College
Records and Registration – MC 896
P.O. Box 1267
Montreat, NC 28757

Students should allow a week for processing the request from the date received. A copy of the request will be placed in the student's official file in the Office of Records and Registration. For more information, students may call 828-669-8012 extension 3730 or 3732.

INCLEMENT WEATHER CANCELLATION POLICY

The College normally makes a decision regarding class cancellation by 1:00 p.m. Students can learn if classes are canceled on a questionable evening by calling the weather line at either the Asheville or Charlotte campuses, depending on the class location.

- For cohort groups serviced by the Asheville campus, students should call 828-667-5044 or 800-806-2777 and select option seven (7) when the automated attendant answers.
- For cohort groups serviced by the Charlotte campus, students should call 704-357-3390 or 800-436-2777 and select option seven (7) when

the automated attendant answers. Students should plan to attend the next regularly scheduled class meeting unless informed otherwise.

Additional notification of Inclement Weather Cancellations are posted on the Montreat College home page, an email blast is sent to all student email accounts, and local TV stations post a listing of school closings both on air and their website.

Arrangements for making up a missed class due to bad weather will be determined by the instructor and the students with guidance from the Faculty Service personnel in Charlotte and Asheville, the Regional Director or the Campus Coordinator (refer to Class Representative Responsibilities, for more information).

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records. It states that the institution will not disclose personal identifiable information from educational records without the written consent of the student. The law allows exceptions and records may be released to the following:

- Montreat College officials with a legitimate educational interest.
- Federal, state, or local educational authorities, in compliance with legal requirements or for legitimate educational research, provided the confidentiality of the records is maintained and that written authorization is provided by the campus office or agency needing this information; a picture ID is required.
- Appropriate persons as designated in the release of Directory Information.
- Persons or organizations providing financial aid to the student, or determining financial aid decisions related to eligibility, amount, condition, and enforcement of the terms of aid.
- The parents of dependent students.
- Compliance with a lawfully issued subpoena, in which case the College will make a reasonable effort to notify the student of the intent to release the requested information.
- The appropriate persons in the event of a health or safety emergency.
- The Attorney General only to investigate or enforce legal requirements applicable to federally supported education programs.
- Courts of a disciplinary proceeding brought by a parent or student against an institution of higher education, or by an institution against a parent or student.
- Disclose the outcome of disciplinary proceeding against a student in specified circumstances.
- Parents and legal guardians of students under age 21, without regard to whether the student is a dependent, if the student has broken laws

or violated polices relating to the use or possession of alcohol or a controlled substance.

Students must provide written authorization for grades or transcripts to be mailed or released to any third party. Transcripts will not be released if the student is financially indebted to the College.

All students are required to complete a Permission to Release Education Record Information form when they enroll at Montreat College. If a student has not completed the form, or he or she wishes to change the contents of a previously completed form, the student may contact her or his academic advisor for a new form, and then submit the completed form to the Office of Records and Registration.

Directory information may be released without the written consent of the student. It is generally considered non-harmful and allows the College to include information about the student in programs and news releases of campus activities in recognition of honors, the graduation program, the College catalog, the College website, and other publications. Directory information includes the following information: student's name, address, telephone number, date and place of birth, school, major, sex, marital status, dates of attendance, degree received, honors and awards, institution(s) attended prior to admission to Montreat College, past and present participation in officially recognized sports and activities, physical factors, and photographs. FERPA provides that any student may, upon written request, restrict the printing of directory information relating to himself or herself. **Any student who desires to have directory information withheld should notify the Office of Records and Registration with a written and signed statement**.

To facilitate campus communication, Montreat College publishes an in-house roster of students. The College reserves the right to exclude from the College any student whose academic work is unsatisfactory, whose character and morals are not consistent with the ideals of the College, or whose influence is detrimental to the spirit of the College.

FERPA grants students the right to inspect and challenge information in their files. Requests for access to academic records must be made in writing to the Registrar and requests for access to other personal records must be made in writing to the student's Academic Advisor. The College has 45 days to comply with each request. Following access, the student or parent may request a hearing to challenge the contents of a record. The Director of Records and Registration or the student's Academic Advisor will arrange the time and place and notify the student or parent.

SEXUAL HARASSMENT POLICY

Sexual harassment in the academic context can occur either within the professor/student relationship or in connection with employment relationships.

Sexual harassment has been defined in the professor/student relationship as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when grades or educational progress are made contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. Romantic relationships should be avoided between a faculty member and student with whom the faculty member has a professional relationship.

The definition of sexual harassment in the employment relationship is similar:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. **The College will not tolerate sexual harassment or ignore complaints of harassment from students, staff, or colleagues**.

SMOKING AND ALCOHOL POLICY

It is the policy of Montreat College that tobacco and alcoholic beverages use is not permitted on property owned or leased by the College. This policy also applies to tobacco use inside vehicles while on property owned or leased by the College. Prohibited tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco.

CHILDREN ATTENDANCE POLICY

Montreat College values families and their lives together and it seeks to provide an open environment that supports family issues. However, due to the college's insurance policy, children are not permitted on campus premises during class times.

ACADEMIC POLICIES

RIGHTS RESERVED BY THE COLLEGE

The College reserves the right to add or delete courses, to change academic policies, practices, and requirements, or to alter the academic bulletin at any time. Courses with fewer than seven students enrolled may be converted into small group/directed study courses.

By accepting admission into the College, a student is agreeing to abide by all official regulations of the College, including those published in this academic bulletin. While this publication presents policies and programs as accurately as possible as of the date of publication, the College reserves the right to make such changes as future circumstances may require.

ACADEMIC INTEGRITY POLICY

Definition of Academic Dishonesty

Academic dishonesty, such as cheating on tests and plagiarizing on essays, violates the fundamental trust underlying all academic work—that the work be the product of the student who submitted it. Montreat College defines academic dishonesty as the representation of another's words, ideas, or images as one's own. It applies equally to intentional and unintentional quotations, paraphrases, visual images, auditory images, and all electronic means of storage and communication. When academic dishonesty occurs, these procedures will be followed.

Discipline of Academic Dishonesty

When an instructor suspects a student of academic dishonesty, the instructor will meet with the student to discuss the incident and determine, to the instructor's satisfaction, whether or not academic dishonesty has occurred. If, in the instructor's judgment, such a violation of academic integrity has occurred, he or she will present the charges, in writing, to the student.

The only possible disciplinary actions are a zero for the assignment, or an F for the course. The student may choose to admit her or his guilt of academic dishonesty and waive a hearing. This involves signing the academic dishonesty notice that outlines the disciplinary action. The academic dishonesty notice will be retained until the student successfully graduates.

A student who does not agree to the instructor's charges must appear before a panel of three faculty members appointed by the Regional Director or designee on charges of academic dishonesty. During the intervening period, the student must continue to attend class. The panel will convene a hearing with the student and the instructor at which time the instructor will explain the student's alleged violation. The student may choose to counter with evidence of her or his innocence or may admit guilt.

Punishment of Academic Dishonesty
If the panel indicates, by simple majority vote, that the student has been dishonest, the panel shall uphold the penalty assessed by the instructor. The Regional Director or designee will notify the student, instructor, advisor, and Registrar, in writing, of the panel's decision. If the student received a failing grade for the course, the student may remove the impact of the F on her or his grade point average by successfully retaking the course. Two incidents of academic dishonesty will result in a student being subject to dismissal from the College. The student will not be eligible to reapply to Montreat College for at least two (2) years after dismissal. If the panel finds the student not guilty of academic dishonesty, it will notify both the student and the instructor.

If the student wishes to drop the course but has been found guilty of academic dishonesty, the student will have a WF recorded on the transcript if the time has passed for dropping courses. If the student wishes to drop the course within the time frame for dropping without penalty, he or she may do so, but the academic dishonesty notice will be kept on file if the student has admitted or been found guilty of academic dishonesty.

In all instances, the record(s) regarding academic dishonesty will be retained until the student graduates.

Exoneration of Academic Dishonesty
If exonerating evidence becomes available in the five (5) business days following notification, the student may appeal to the Associate Dean of Academics. Appeals will be heard only if they meet one of the following conditions: (a) discovery of new evidence or (b) violation of procedure. A student must remain in the course and work toward its successful completion during the appeal process. The student will be notified, in writing, of the final decision.

ACADEMIC GRIEVANCES

Process for Filing an Academic Grievance
A student wishing to appeal an academic decision (including a course grade) which directly affects the student, should file an academic grievance no later than 15 business days from the date final grades were issued by the professor for the course in question. A formal grievance related to a grade may be filed only if one of the following conditions applies:

- The student has discussed the situation with the instructor without resolution.
- The student can provide evidence that an assigned grade was based on arbitrary or non-academic criteria.
- The student can provide evidence that the criteria for evaluating the assignment or coursework were not applied or were misapplied such

that the assigned grade does not accurately reflect her or his fulfillment of course requirements and/or course policies as stated in the syllabus (e.g., class attendance, grade standards, penalty for late or incomplete work) and/or other applicable requirements of the College.

If two of the above conditions apply to the situation in question, the student must do the following:

- Present the issue in writing to the Regional Director for review. Such a written grievance shall include statements of the grounds for the grievance, supporting evidence, and suggested steps to resolve the matter.
- After careful investigation, the Regional Director may summarily dismiss the complaint if, in her or his discretion, the grounds for appeal are frivolous or do not otherwise rise to the level of a legitimate grievance.
- If the Regional Director does not dismiss the complaint, the Regional Director shall, within ten days of meeting (by phone or in person) with the student and faculty member, forward the grievance to the Associate Dean of Academics, who will then review the grievance and make a final determination. The Associate Dean of Academics may form a panel of two other uninvolved faculty members with whom he or she will review all applicable material and make a determination on the appeal. The panel may (a) recommend that the grade be changed, either higher or lower than the original grade, (b) recommend that the instructor revise course and/or grading requirements and reevaluate the grade accordingly, or (c) dismiss the case.
- The Associate Dean of Academics shall inform the student (and the Office of Records and Registration if a change in grade was recommended) of the outcome within ten (10) business days after the decision has been forwarded to the Vice President for Adult Studies.

NONACADEMIC GRIEVANCE POLICY

A student wishing to appeal a decision made by the College which directly affects the student, but is not related to academic policy, should follow one of these procedures:

Informal Grievance Procedure

- Discuss the grievance with the Academic Advisor.
- If the grievance remains unresolved, discuss it with the Regional Director.
- If circumstances of the grievance prevent using either or both of the above steps, or if the Academic Advisor or Regional Director does not

resolve the grievance within 15 working days, the student may discuss the grievance with the Vice President for Adult Studies. Upon counsel, recommendation, and approval of the Vice President for Adult Studies, the aggrieved person may be advised to proceed directly to a formal grievance procedure.

The student may request a formal hearing by initiating the steps for a formal grievance.

Formal Grievance Procedure

Request: The student must file a written request for a formal grievance hearing with the Vice President for Adult Studies. The request must include the specific grievance, a description of the incident(s) from which the grievance arises, and the relief being sought.

Committee: Upon review of the written grievance, the Vice President for Adult Studies may ask for additional material and documentation. After these are provided, the Vice President for Adult Studies calls a meeting of the Grievance Committee as soon as possible or within 15 working days of receiving the request. The Vice President for Adult Studies serves as the chairperson of this committee whenever it acts as a formal grievance committee, unless the President directs otherwise. The Vice President for Adult Studies, however, has no vote in the final decision of the committee.

Hearing: The committee hears the grievance together with such witnesses as it deems appropriate to the grievance and forwards its recommendations in writing to the Vice President for Adult Studies within five working days of the close of the hearing. The hearing is closed and confidential.

Report: The Grievance Committee makes every reasonable attempt to reach its conclusion and make its recommendations to resolve the matter within 15 working days of the convening of the committee, and to present its report to the Vice President for Adult Studies for review and appropriate actions.

Appeal: The decision of the Grievance Committee may be appealed in writing to the president by the aggrieved student, the Academic Advisor, or the Regional Director within three working days after receiving the decision. With regard to the informal and formal grievance proceedings, the decision of the president is final.

Scope: These grievance procedures are in no way intended to limit the rights of students under applicable laws.

Retaliation clause: No employee of the College may make any retaliatory action against any student of the College as a result of that person (1) seeking redress under these procedures, (2) cooperating in an investigation,

or (3) otherwise legitimately participating in a proceeding under these procedures. Any violation will be regarded as a separate and distinct grievance matter under these procedures.

ACADEMIC ADVISING

All students are advised by an academic advisor before starting any program. Associate's degree students are scheduled for pre-bachelor's degree advising if they are advancing to a bachelor's degree cohort. Master's degree students may participate in optional mid-program advising and can arrange an appointment through their Academic Advisor.

Academic advisors make every attempt to give effective guidance to students in academic matters and refer students to those qualified to help them in other matters. However, the final responsibility for meeting all academic requirements for a selected program rests with the student.

REGISTRATION FOR ADDITIONAL COURSES

All students are automatically pre-registered for all courses in their program. Students must register for additional courses, either from the SPAS schedule or courses from other programs, by completing the SPAS registration form. All registrations must be approved through the student's Academic Advisor and the Student Accounts office. If students decide not to take a course for which they are registered, they must officially withdraw from that course. Failure to follow the withdrawal procedure will result in a grade of WF and a charge for that course. Students should inform their Academic Advisor of their intent or need to change their schedule before start of the next course.

The SPAS program is run on a cohort model and all students are expected to complete all scheduled classes with their cohort group. Schedule changes should be made only under extenuating circumstances. All schedule changes are made through the Academic Advisor, but are not final until both the Registrar and Director of Financial Services have approved the schedule change.

REGISTERING FOR PLUS COURSES

PLUS courses can fulfill either elective course requirements or general education requirements toward graduation. Courses are designed in the same accelerated format as SPAS core courses. PLUS courses should be considered the primary means of completing general education or elective course requirements. Normally these courses do not have prerequisite requirements. Courses are offered on Saturdays at both the Charlotte and Asheville campuses or online.

To register for a PLUS course, students must complete an Add/Drop registration form and send the form to their Academic Advisor three (3) weeks prior to the course start date. To arrange payment, students must contact the

Student Accounts Office at 800-436-2777 two (2) weeks before the course starts.

Courses will be added to the PLUS offerings as the need arises. For a listing of courses offered through the PLUS program, see the listing in the Academic Programs section of this academic bulletin, or go online to www.montreat.edu/academics/spas/plus.

ENROLLING IN TWO COURSES SIMULTANEOUSLY

A student may enroll in additional course(s) while enrolled full time or part time in an accelerated program. Before registering, students should contact their Academic Advisor to assure approval. Students need to pre-register for courses on the appropriate registration form and submit the form to their Academic Advisor and to the Student Accounts Office for approval at least three weeks before the courses begin.

Students are not encouraged to dual enroll more than three times during the program. Also, students are strongly discouraged from dual enrollment while taking BS 362, BS 422, BS 430, or BS 460 due to the intensity of the coursework. In the Nursing program dual enrollment is strongly discouraged in those courses containing a service learning or clinical component such as: NR340, NR360, NR465, and NR480,

Only under extraordinary circumstances may a student enroll in two bachelor core courses simultaneously. Students should contact their Academic Advisor for further guidance.

CHANGING COHORT GROUPS

If a student changes cohorts, a change of cohort form should be submitted in a timely manner to the student's Academic Advisor.

Note: Changing cohorts will affect financial aid, so students should contact the Financial Aid Office before making a decision. A change of cohort form submitted after a course start date will be treated in the same manner as a late withdrawal from a course. The SPAS program is run on a cohort model and all students are expected to attend all classes scheduled for their cohort.

DROPPING COURSES

The School of Professional and Adult Studies has articulated lock-step programs which outline course sequences to be followed toward degree completion. The benefits of a lock-step program are as follows:

1. Completion of coursework as part of a supportive cohort
2. Reduced paperwork and overall cost to students
3. Increased staff efficiency and attention to student services and support

In support of these benefits, and in an attempt to reduce cost to students, the College discourages students from dropping courses which unnecessarily add to staff workload and sets students behind in moving toward their degree completion. A fee of $50 per course will be assessed to each student when dropping a course. This fee will be added to the student's bill within one week of dropping the course.

WITHDRAWAL FROM COURSES

Emergencies may arise which make course withdrawal necessary. *However, once full time students begin a program, they must complete the courses included in the financial aid academic year or their financial aid will be jeopardized.* Students must contact their Academic Advisor if they intend to withdraw from a course and contact the Financial Aid Office to see how their aid may be affected.

Students withdrawing from any course need to follow withdrawal procedures by completing a course withdrawal form and submitting the form to their Academic Advisor. Timing is important because withdrawal is official on the date the student contacts her or his academic advisor. The form should be completed at least two weeks before the course begins. This allows time to make course enrollment lists and material adjustments as well as time to contact those who are on a waiting list to get into the course. *If students do not follow the correct withdrawal procedures, they will be charged for the course and receive a grade of WF* (refer to the General Institutional Refund Policy under Student Account policies).

A student can withdraw from a course through the second class meeting of a course and receive a grade of W provided the student has contacted her or his Academic Advisor and properly withdrawn from the course. Any student withdrawing after the start of the third night of the course and before the course ends will receive a grade of WF. Students who do not contact the Academic Advisor and are not in attendance will receive a WF for the current course and administratively withdrawn from the program.

REENTRY INTO PROGRAM AFTER WITHDRAWAL

A student who withdraws from a SPAS program may wish to reenter at a future date. To reenter, the student must contact an Academic Advisor to discuss the reentry (see Readmission of a Former Student). If the program requirements and costs have changed between the time of withdrawal and the time of reentry, the new requirements and fees will be in effect. Financial aid eligibility may also be affected. Contact the Financial Aid Office for further clarification.

Before a student can reenter a program after withdrawal, the reentry must be approved by an Academic Advisor, the Office of Records and Registration, Financial Aid Office, and Student Accounts Office. In cases of students

reentering the Nursing Program, a letter of intent to reenroll must be sent to the Director of Nursing. Students must have the required minimum GPA to re-enroll in the program: a 2.0 or higher on a 4.0 scale for associate's and bachelor's students and a 3.0 or higher on a 4.0 scale for master's students.

When a student plans on reentering any program, the Student Accounts Office must first determine there is no outstanding debt owed for tuition, or resource fees. If it is determined a student has an outstanding debt, the debt must be paid in full from personal resources prior to reentering the program. The student must then pay for the first two courses or, at a minimum, borrow enough financial aid to cover the first two courses. **Note:** Financial aid is disbursed in two halves during an academic year.

TEXTBOOKS AND COURSE MATERIALS

Textbooks for undergraduate courses can be ordered easily and conveniently from MBS Direct, a virtual bookstore. Montreat College has its own bookstore site on the MBS Internet site (http://direct.mbsbooks.com/Montreat.htm). MBS Direct fills textbook orders within 24 hours and ships them according to the students' instructions. Students are given access information when they enroll. Ordering can also be done by telephone, fax, or by mail.

College-produced, supplemental material is also accessed online through the Montreat College SPAS student information site: https://studentinfo.montreat.edu.

PLUS course materials will be handled by the Coordinators of the Asheville and Charlotte campuses.

COMPUTER REQUIREMENT

Each student is required to provide a notebook computer as specified by the College. Certain core courses will require students to utilize a notebook in the classroom. A list of specifications is available through the Student Services Office.

ASSIGNMENT FORMAT AND STANDARDS

For most courses, papers, projects, and homework assignments are to be keyed on a computer or typed and presented in the American Psychological Association (APA style) formatting. The Modern Language Association (MLA style) formatting may be required for English and humanities courses. Individual instructors may give other assignment specifications. It is the responsibility of students to give credit for words and/or ideas not their own.

STUDY GROUPS

The foundation of the SPAS educational philosophy and practice is the recognition of the distinction between the younger college student and the

student who has assumed the adult responsibilities of self-determination, financial independence, and professional development. The focus of the program encompasses two critical learning objectives: shared participant responsibility for self-directed learning and small group dynamics. Professional and personal growth requires that individuals develop the skills necessary to manage their own learning.

The second objective is to develop the interpersonal skills necessary for effective participation in groups. Study groups are an integral part of the Montreat College educational model. The groups are normally comprised of three to five students and meet four hours a week outside class. Study groups function as mutual support mechanisms through which students can learn more efficient problem solving from the professional expertise of peers.

Although study groups are intended for out-of-class activities, many teachers design their in-class activities to include study group participation. Study groups are also designed to increase involvement in the course and class work, enthusiasm, and the pursuit of topics to a more advanced level. Students value the benefits of small group work, noting that the process of working in a small group, in both supervised and unsupervised settings, encourages critical skills, including group decision-making, how to disagree without being destructive, the cultivation of new ideas, and how to include all members in a discussion.

CLASS AND STUDY GROUP ATTENDANCE POLICY

The Department of Education requires Montreat College faculty to adhere to a strict policy for class and study group attendance to maintain Title IV funding. The SPAS programs emphasize group interaction in the classroom as well as in study groups. If students are absent, they do not gain the benefit of learning from their peers, nor do they have the opportunity to contribute to other students' learning. Students are required to sign an attendance sheet weekly to certify their involvement in the study group each week.

Study groups and classes must each meet for a minimum of four hours per week for a total of eight hours per class for each week of instruction, not including the time required to complete individual homework for each class. The instructor must turn in attendance records of the study group and class meetings each week. *Students hold their first study group meeting for each course before the first night of class; therefore, anyone dropping into a course/study group must do so one week before the start of the course. Students in this situation are responsible for contacting the class representative to be placed in a study group.*

Montreat College SPAS allows one absence (total of four hours) from class and one absence (total of four hours) from study group without grade penalty.

If a student misses a second class or study group, the final grade can be lowered a letter grade at the discretion of the professor.

Should the student have a third absence from either a class night or a study group meeting during a course, the student will be administratively withdrawn and receive a grade of WF for that course.

Instructors may have a stricter policy but they must clearly indicate any other specific consequences for absences in their course syllabus. If it is not indicated, it is assumed that the penalty will occur according to the policy above. If the Registrar's Office administratively withdraws a student for either study group or class nonattendance for a course, the student will be withdrawn from the program as well.

Should emergencies or situations not covered by this attendance policy arise, the student should immediately discuss the situation with the instructor who will in turn discuss it with the student's Academic Advisor. Instructors should take into consideration overall attendance and work in the course before advocating that an exception to normal policy be made for a student. If an exception is to be considered, the instructor must be willing to assign extra work to that student to make up for the additional absence in either the study group or the class.

Study groups should meet at one of the types of locations listed at the top of the study group attendance sheet. If a group chooses another site, it must meet the following criteria:

- Individual seating area for each member of the group
- Desk or flat writing surface available for each student
- Adequate lighting to ensure the ability of all students to read
- Quiet area with no distractions such as loud music
- Adequate temperature control to allow for the comfort of each student
- Electrical and phone service to allow students to access the school's library services
- Adequate restroom facilities for both men and women
- Adequate parking for student convenience
- Accessible to all students
- A site consistent with facilitating learning objectives of the specific course.

CLASS REPRESENTATIVES DUTIES AND RESPONSIBILITIES

Every class group (cohort) of Montreat College students will have a class representative. The class representative provides a communication link between the College and the class members. The class representative is

elected by the group of students (cohort) during the first course. A new class representative will be elected every three to four courses. The representative's duties and responsibilities include but are not limited to the following:

- Serve as a spokesperson for the group (cohort) in order to maintain a constructive dialog with the College.
- Distribute memos and information from any College office to class members.
- Collect completed student end-of-course surveys and immediately return them to the appropriate drop boxes in Asheville or Charlotte.
- Ensure the classroom is in satisfactory condition at the end of each class meeting.
- Assist the class in organizing social events as appropriate.
- Assist new instructors in making a smooth transition when beginning a new class.
- Attend periodic meetings as scheduled.
- Develop and coordinate the use of the telephone calling chain for informing students of important information.
- Assist in other program-related matters as follows:
    - Ensure that absent students are contacted regarding materials delivered and arranging for pickup.
    - Return any extra materials delivered to the group to the Campus Coordinator.

In case of inclement weather or unsafe conditions that may exist on the date of a scheduled class meeting, canceled classes must be made up. The instructor, class representative, and students will need to reach a consensus on an alternative meeting time (e.g., Saturday morning) and place.

The instructor may make these arrangements with the cohort via e-mail. The instructor will contact Faculty Services and the Campus Coordinator to report the alternate time. The Campus Coordinator will make arrangements for the meeting site. This will be communicated to the instructor and to the class representative who will notify the remaining class members via e-mail. The missed class night must be made up before the last scheduled night of the course.

RECORDS AND REGISTRATION

GRADING SYSTEM

The academic proficiency of a student is indicated by the following letter system:

Grade and Associated Quality Points	
Grade	**Quality Points**
A	4.00 quality points awarded per credit hour
A-	3.66 quality points awarded per credit hour
B+	3.33 quality points awarded per credit hour
B	3.00 quality points awarded per credit hour
B-	2.66 quality points awarded per credit hour (**see graduate satisfactory academic requirements**)
C+	2.33 quality points awarded per credit hour
C	2.00 quality points awarded per credit hour (**see competency and bachelor core requirements**)
C-	1.66 quality points awarded per credit hour
D+	1.33 quality points awarded per credit hour
D	1.00 quality points awarded per credit hour
D-	0.66 quality points awarded per credit hour
F	0.00 quality points awarded per credit hour
I	Indicates incomplete work and is given when some portion of the work is unfinished. An **I** is given only when there are circumstances beyond the control of the student such as serious illness, that prevents the student from taking the final exam or completing a course requirement. An incomplete must be completed within six weeks after the end of the course, or the **I** grade will be converted to the grade the student earned before the course extension was granted. See next page for more information.
P	**Pass**, equivalent to a minimum letter grade of C; credit hours for the course are deducted from the total hours needed for graduation with no impact on the grade point average.
W	Indicates withdrawal from a course with permission and within the time limits and according to the procedures established by the Office of Records and Registration.
WF	Indicates withdrawal after the last day to withdraw and receive a grade of W. Factors into the grade point average as an **F**.
AU	Indicates a course which has been audited and no credit earned.
NS	Indicates an unsuccessfully attempted course or competency, where no credit or competency has been earned. Does not affect GPA or quality points.

Grade Point Average (GPA)
The grade point average is computed by dividing the total number of quality points earned by the total number of hours attempted, three (3) times in an academic year. Courses with a notation of W will not be counted as hours attempted in computing grade point average; grades of F and WF will be counted as hours attempted. No quality points are assigned for grades of F, WF, W, AU or Pass/Fail. Cumulative grade point average is computed on all courses taken excluding courses in which a Pass grade has been received (refer to the following section for information on incomplete grades).

Only in extraordinary circumstances may recorded grades be changed and only when the change in grade is submitted within three (3) months from the date of issuance. Students should contact their Academic Advisor for more information.

Instructors have one week to prepare grades and have them posted after a course ends. Since online course have assignments due after the course ends, faculty have two weeks for online final course grade posting.

Incomplete Grades
A grade of I (Incomplete) will be assigned only if proper arrangements have been made with the instructor prior to the end of the course. A Contract for Incomplete form (available through the student's Academic Advisor) must be filed by the instructor at the time grades are submitted. This contract must be signed by the student and the instructor; however, if the student is only able to contact the instructor by phone, the instructor may indicate this and sign for both. If proper contact has not been made by the student, the instructor will assign the grade the student earned without completion of the outstanding course requirements.

Once the grade of I has been assigned, a student has a maximum of six weeks to complete all outstanding requirements. If all course requirements are not completed within the assigned time limit, the grade of I will be converted to the grade that was earned without completion of the outstanding course requirements. If the student withdraws from the program, a grade of I becomes an F on the transcript. A student cannot have more than one outstanding incomplete grade at any one time.

UNDERGRADUATE STUDENT SATISFACTORY ACADEMIC PROGRESS AND GOOD ACADEMIC STANDING

Although students complete courses throughout the academic year, three (3) times a year (May 31, August 31, and December 31 as indicated below) the Office of Records and Registration reviews the academic progress for all

students. At these time, students must meet minimum given academic standards for a given number of Montreat credits.

Full time undergraduate students are in good academic standing and making satisfactory progress if they meet the criteria outlined in the following chart.

Minimum Academic Standards

Minimum Academic Standards		
Years	**# of Montreat credits**	**Montreat GPA**
1	9 – 17	1.60
	18 – 26	1.70
2	27 – 42	1.80
3+	43+	2.00

Note: Students transferring into Montreat College with a grade point average below 2.00 start on academic probation.

When extenuating circumstances exist (such as injury to the student, illness of the student, or the death of a family member), the Associate Dean of Academics may waive the above requirements and may declare a student to be in good standing and making satisfactory progress even though he or she fails to meet one or both of the above criteria.

Withdrawal from courses and grades of Incomplete will not affect good standing or academic progress provided the student meets the criteria indicated in the above chart.

GRADUATE STUDENT SATISFACTORY ACADEMIC PROGRESS

Graduate students are expected to maintain a minimum cumulative grade point average of 3.00 throughout their program of study. If at any time a student receives more than one grade less than **B-** on course work taken for graduate credit, the student will be withdrawn from the program. Whenever a regularly admitted graduate student earns a cumulative grade-point average below 3.00 on graded course work taken for graduate credit, he or she will be warned of the possibility of academic dismissal.

Withdrawal from the Program: If at any time a student receives more than one grade that is lower than B- on course work taken for graduate credit, the student will be withdrawn from the program. When a graduate student reaches a minimum of 15 hours of graded course work for graduate credit with a cumulative grade point average below 2.90, he or she will be withdrawn from the graduate program.

ACADEMIC SECOND CHANCE (ASC)

An undergraduate student may appeal for an Academic Second Chance (ASC) to request academic forgiveness for Montreat College courses. Forgiveness may apply to a single four-month period or a continuous consecutive series of periods within which a student earned grades lower than a **C**. If approved, those terms would be excluded when calculating the student's grade point average. No courses taken during the period approved for ASC would apply toward requirements for a degree. Financial aid cannot be awarded for courses that are repeated.

A student who wishes to petition for academic forgiveness must meet the following criteria:

- The student must have been separated from all institutions of higher learning for a period of two (2) calendar years.
- The student must have re-entered Montreat College and earned at least 12 credit hours at Montreat College with a minimum GPA of 2.5 on those hours. He or she must be currently enrolled at Montreat College.

ASC terms remain a part of the student's record although the forgiven periods in their entirety will be excluded when calculating the GPA. The refigured GPA will be the official GPA of the College. A statement to that effect will be placed on the student's record.

Academic Second Chance may be granted only once and applies only to Montreat College credit. It is important to note that ASC may not be recognized by other institutions. A student may submit a letter of appeal including a description of her or his current action plan to achieve academic success to:

Director of Records and Registration
Montreat College – MC Box 896
P.O. Box 1267
Montreat, NC 28757

ACADEMIC PROBATION

Students whose earned credits and cumulative grade point average fail to meet the criteria established for their level will be placed on academic probation for the next period. If at the end of that period the credits and cumulative average are still below the required minimum, the student will be placed on final probation for the following period. If the necessary criteria have not been achieved by the end of final probation, the student will be subject to academic suspension. Students on final academic probation will lose their financial aid.

Financial Aid Recipients on Academic Probation and Risk of Aid Cancelation

Students who receive financial aid must make satisfactory academic progress to maintain eligibility for federal and/or state funds. Undergraduate students receiving federal and state funds who are placed on Academic Probation will receive reviews for quantitative and qualitative satisfactory academic progress for financial aid. Courses attempted and courses completed will be monitored. In compliance with state and federal regulations, students not making satisfactory academic progress will lose their eligibility to receive financial aid and a Title IV Return of Funds will be done. Students receiving outside scholastic funds are subject to the requirements of the awarding scholastic program.

Financial aid may or may not be available for students admitted on probation. Undergraduate students who have been admitted to the College on Academic Probation by the Admissions Acceptance Committee with a grade point average of less than 2.00 will have to meet financial aid guidelines for satisfactory academic progress to be considered for financial aid. Students receiving outside scholastic funds are subject to the requirements of the awarding scholastic program.

Repeating Courses to Improve Academic Standing
A student may repeat a course in which a grade of less than C was received by retaking the same course at Montreat College. *It is the student's responsibility to notify the Office of Records and Registration of courses to be repeated at another institution and to receive prior approval of the course to be repeated.*

Students seeking approval should complete the Pre-Approval of Transfer Credit Request form and indicate the courses to be repeated. Courses repeated at Montreat College for a higher grade will have the better of the two grades included in the academic GPA calculation. Courses authorized for repeat at another institution must be successfully completed with a grade of C or better. The transferred course will apply as credit only. Financial aid may not be awarded for courses that are repeated.

Students in the nursing program will be allowed to repeat a failed nursing course once. If the course is failed a second time, the student is not allowed to progress further in the program until a written appeal is initiated with the program director.

ACADEMIC SUSPENSION

The administration reserves the right to suspend a student from the College because of poor scholarship. Any student on academic or final probation who

fails to meet the requirements of probation will be subject to academic suspension without refund of fees.

A student not permitted to continue for academic reasons may appeal the suspension in writing to the Associate Dean of Academics within two weeks of the suspension. A student who is suspended for academic reasons may reapply to the college after one regular period. If readmitted, the student will be placed on final academic probation. Work undertaken in summer school will be considered in evaluating a student for readmission. (See the repeated course policy for more information.)

PETITIONS FOR EXCEPTIONS

To petition for an exception to academic policy, students must submit a written petition, stating the grounds for the request and providing any support evidence. Petitions for exceptions to academic policies are to be submitted to the Office of Records and Registration. The Director of Records and Registration will render a judgment or will forward the petition to the appropriate College office.

ON-LINE TRANSCRIPTS AND GRADE REPORTS

At the end of each course the instructor submits grades for each student to the Office of Records and Registration where the grades are then recorded and posted on the Montreat College Student Information System website: **https://studentinfo.montreat.edu/login.asp**. Students in good financial standing may view and print their online transcript and official grade report by logging into their online account. It is the student's responsibility to view her or his academic transcript and/or grade report after all grades have been recorded for spring, summer, and fall to view scholastic deficiencies. Students unable to view their official online grade reports may make a written request to the Office of Records and Registration for a Grade Report. Payments must be current in order for a student to receive an official transcript upon request to the Office of Records and Registration. Grades cannot be given over the telephone.

TRANSCRIPTS

Students can request a transcript one of two (2) ways:
1). By printing out the transcript request form from the Montreat College web site (www.montreat.edu) and sending it to the Office of Records and Registration with a $5 fee (check, money order, or credit card information) for each transcript requested, **OR**

2). By sending a letter to the Office of Records and Registration with the appropriate fee enclosed ($5 per transcript, check or money order only), and including the following information:

- Full name and a previous name if applicable

- Social security number
- Dates they attended Montreat or graduation date
- Current address and phone number
- Full address of location where the student would like the transcript(s) sent
- Signature of the student (required by law; without it the request cannot be processed)

Requests are to be sent to:

Montreat College
Records and Registration – MC 896
P.O. Box 1267
Montreat, NC 28757

Transcripts are normally processed twice each week. Often a request will be processed the same week it is received; however, by requesting a rush process, the Office of Records and Registration can get a transcript mailed on the day it is requested (delivery is dependent on US postal system). For rush service, students can fax their signed request to 828-669-2141, including their credit card number (Visa or MasterCard only) and card expiration date as well as the information noted above. Same day requests will incur a $10 charge in addition to the $5 transcript fee for a total of $15. For overnight delivery, there is a $30 per transcript charge.

If students have an outstanding balance with the College, their transcripts will not be released until the balance is paid in full. Students should contact the Student Accounts Office in Charlotte (1-800-545-4656) to verify that their accounts are current. Questions about transcripts may be directed to 828-669-8012, ext. 3735.

GRADUATION AND ACADEMIC HONORS

For graduation with honors from a baccalaureate program, students must earn a minimum of 60 hours at Montreat College and meet the following minimum cumulative grade point average requirements:

GPA	HONOR
3.50 – 3.69	*Cum laude*
3.70 – 3.84	*Magna cum laude*
3.85 – 4.00	*Summa cum laude*

Students with 45-59 hours at Montreat College and a minimum grade point average of 3.75 may graduate "*with distinction*."

Valedictorian and Salutatorian are recognized among baccalaureate graduates with the two highest cumulative grade point averages having completed a minimum of 60 hours at Montreat College.

Note: Students in the associate's and master's level programs are not eligible for graduation honors. Bachelor's degree students are not eligible for graduation honors until they complete their final Montreat College course; at that time, honors will be posted on the transcript and diploma.

Scholarship Pin is awarded to graduates receiving the bachelor's degree who have fulfilled the requirements for Dean's List (3.50 – 3.89 GPA) or Distinguished Scholars' (3.90 GPA or above) for six (6) consecutive periods as noted on the official academic transcript.

Pinnacle (bachelor degree) and Spire (associate degree) Honor Societies, national honor societies for adult students in nonresidential programs, grant recognition to students for scholastic success and community leadership. Undergraduate students must meet all the following requirements:

- Minimum GPA of 3.5
- At least 24 Montreat semester credits
- A commitment to community service through meaningful and active participation in at least three community projects or organizations during their time spent at Montreat College.

Term Honors

Dean's List consists of those students who during the previous term met all the following requirements:

- Received a grade point average of between 3.50 and 3.89 on academic work
- Took at least nine hours of academic work
- Received no grade of I, F, WF
- Maintained a satisfactory citizenship record

Distinguished Scholars' consists of those students who during the previous term met all the following requirements:

- Received a grade point average of 3.90 or above on academic work
- Took at least nine hours of academic work
- Received no grade of I, F, WF
- Maintained a satisfactory citizenship record.

Who's Who Among College Students representatives are selected according to scholarship ability, participation and leadership in academic and extracurricular activities, citizenship, service to the College, and potential for future achievement.

GRADUATION

Application for Graduation

All candidates for graduation must submit a formal application for graduation to the Office of Records and Registration. Students can file as early as mid-program advising. Academic Advisors will inform students of application deadlines in advance. Applicants for graduation must complete all degree requirements, complete the exit procedures of the College, and be in good financial standing to be eligible to graduate. *External credits and exam scores are expected to be on file in the Registrar's Office by the 31st of the month of the commencement date. Students who apply and do not graduate will be required to submit a new application.*

Petition to Walk in Commencement (May and December)

If a student has not finished his or her final requirement the day before the ceremony, a petition to participate in a commencement ceremony is available. To be eligible to petition, a student must meet all the following requirements:

- Be within three credits or one requirement of completing all degree and exit requirements
- Have plans to complete the credits or requirement prior to the end of the conferral month
- Have fulfilled all other degree and exit requirements
- Be in good financial standing

Completed petitions must be sent to:

Montreat College
Records and Registration – MC 896
P.O. Box 1267
Montreat, NC 28757

Students approved to walk but who do not complete degree requirements prior to the next commencement are required to submit a new application and fee for graduation. All degree and exit requirements must be completed by the last day of the month of commencement for a student to be eligible to receive a degree during the conferral period. Students may participate in only one commencement ceremony per degree. *Bachelor's degree students are not eligible for honors until they complete their final Montreat College course; at that time, honors will be posted on the transcript and diploma.*

Montreat College Undergraduates Entering Graduate Study
A Montreat College undergraduate student enrolled in a bachelor's degree program and nearing completion when admitted to a graduate program is admitted to the graduate school contingent upon successful completion of the bachelor's degree. As students cannot start a graduate program of study until after the completion and verification of all degree requirements for the bachelor degree, students who are considering the pursuit of a graduate degree should file an application for graduation early according to the previous schedule (see Application for Graduation). Students who are approved for entry into a graduate program should schedule an appointment with their Academic Advisor to plan their transition to the graduate school.

Commencement

Two commencement ceremonies are held each academic year (in December and May) to honor graduates. Candidates who have been cleared to participate in Commencement exercises are encouraged to participate. Informational packets are mailed to candidates after the application for graduation deadline. Packets contain information about commencement, including how to purchase caps, gowns, invitations, and other graduation supplies.

An additional conferral period is provided in August for those who complete requirements during the summer. Summer graduates are encouraged to participate in the commencement ceremony in December. Completed students' diplomas are mailed no later than one month after the degree conferral date. Diplomas will be held until exit counseling and all other requirements have been completed.

Requirements
To qualify for graduation, students must complete all requirements for their degree by the deadline for their particular degree conferral.

For May Commencement: All requirements and all documentation for the degree must be received by the Office of Records and Registration at Montreat College by **May 31**, and all information relative to requests for Non-collegiate Credit Assessment (NCA) must be received by March 31. These deadlines include making up incomplete grades as well as having official transcripts received by the Office of Records and Registration if courses have been taken elsewhere.

For December Commencement: All documents must be received by the Office of Records and Registration by **December 31**, and all information relative to requests for NCA must be received by October 31.

For August graduation: All graduation requirements must be completed and received by the Office of Records and Registration by **August 31**, and all

information relative to requests for NCA must be received by June 30. August graduates will be invited to participate in the commencement exercise in December.

Fees may be assessed by the Office of Records and Registration to reprint a diploma when degree conferral has been postponed. **Deadlines are strictly enforced**, and any student with incomplete graduation documentation by the deadline **must reapply for the next graduation date.**

Graduates may purchase caps and gowns, invitations, and other graduation supplies through the Montreat College Herff-Jones representative. Diplomas for those who do not participate in the graduation ceremony will be mailed no later than one month after the degree conferral date. Diplomas will be held until exit counseling and all other requirements have been completed.

BBA/BSM Individual Projects
BBA and BSM students will be expected to complete a business/service project or business plan as partial fulfillment of the requirements for the bachelor's degree. Students will be required to submit the first draft of their business project proposal at their mid-program advising. At this time students will be assigned a project advisor who will schedule advising appointments with their students to guide them through the project. If students change cohorts during the course of the program, they will retain the same project advisor. The project will be explained in greater detail in GE 322 Orientation for Adult Program Success.

The individual business/service project is a capstone, integrative, real world learning experience, requiring each student to solve a business problem, provide a support service to a client organization, or develop an entrepreneurial business plan. For the business/service project, students will identify a client organization, define the problem to be solved or the services to be provided, and establish the client's results. Students will submit a final project report and present their project in BS 471 Individual Business Project to demonstrate their achievement of the desired outcomes and their ability to apply the knowledge and skills acquired throughout the BBA or BSM degree program.

DEGREE REQUIREMENTS

Associate in Science Degree

A total of 67 semester credits for the Business curriculum or 67 semester credits for the General Studies curriculum are required. Twenty-four (24) semester credits must be earned at Montreat College. The total semester credits must include the following:

- Successful completion of the associate degree core with a minimum cumulative grade point average of 2.00 on all course work completed through Montreat College

- Satisfaction of general education and electives requirements as detailed below:

General Education	**# of hours**
English Composition	6
Literature (in English)	3
Bible (Old and New Testament)	6
Mathematics	6
Social Sciences	6
History Includes a minimum of 6 hours of history: 6 hours of World/Western history **OR** 3 hours of World/Western history and 3 hours of U. S. History	6
Humanities (minimum of two disciplines) choose from: the arts (no applied courses), foreign language, philosophy, English or Bible (Bible and English require 200-level or higher)	6
Natural Science	6
TOTAL General Education	**45**

Electives (to include GE 101, CS 101, and PE 110*)

Business curriculum (BS 101, 103, 209, 206, 230) **OR** General Studies	19 hours
Total with Business concentration	**67***

English and Bible courses for Humanities must be 200-level or above and does not include applied courses (i.e., photography, piano).

*For those not required to take PE110 (24 years old or older at time of acceptance), two elective credits may be waived. For those who pass the CS102E, computer competency exam, and three credits may be waived.

Bachelor of Business Administration and Bachelor of Science in Management Degrees

A total of 126 semester credits to include the following:

- Successful completion of the bachelor core curriculum with an earned grade of C or better in each course and a minimum of a 2.00 grade point average in courses counted toward the major or the minor field on work completed through Montreat College]
- Satisfaction of general education course requirements as detailed below:

General Education	# of hours
English Composition	6
Literature (in English)	3
Bible (Old and New Testament)	6
Mathematics	3
Social Sciences	3
History Includes a minimum of 6 hours of history: 6 hours of World/Western history **OR** 3 hours of World/Western history and 3 hours of U. S. History	6
Humanities (minimum of two disciplines) choose from: the arts (no applied courses), foreign language, philosophy, English or Bible (Bible and English require 200-level or higher)	9
Natural Science	6
TOTAL General Education	**42**

Electives

Business Administration (BBA)	**30**
Management (BSM)	**36**

Bachelor core

Business Administration (BBA)	**54**
Management (BSM)	**48**

TOTAL credit hours for Bachelor Degree **126 hours**

Prerequisites

BBA – In the BBA core, BS 362 or BS 352 Financial and Managerial Accounting requires a prerequisite of a lower-level accounting course. This prerequisite must be met by showing proof of successful completion (minimum grade of C) on an official transcript submitted to the Office of Records and Registration from a regionally accredited college or university or by successfully completing BS 206 Principles of Accounting or BS 208 A Random Walk through the Financial Maze in the PLUS program. In addition to fulfilling the pre-requisite requirements, the above courses will earn three hours of general elective credit.

BSM – In the BSM core, computer competency must be met before the student takes CS 304 Information Systems Technology for Managers.

If additional general education or elective semester credits are required to reach the 126 hours needed to fulfill requirements, these general education hours may be obtained by the following means:

- Additional Montreat College courses
- Montreat College PLUS courses
- College courses taken at a regionally accredited institution
- Montreat College Non-collegiate Assessment (NCA) credits (electives only)
- Standardized examinations – CLEP or DANTES. CLEP and DANTES are not eligible for financial aid on their own, and they do not count as in-class status for enrollment purposes.
- Correspondence and online courses from a regionally accredited institution
- Military credits (electives only)

Additional Requirements

- All BBA students must take the Major Field Test (MFT) in business (standardized comprehensive exam) during their next to the last core course. The desired score for the exit exam is a minimum of 150 out of 200 points. (Any student who misses class when the exam is given is responsible for making it up with the next cohort group. Note: The exam will not be given on an individual basis.
- Payment of all tuition and fees.
- A minimum of 44 semester credits of the BBA core or 40 semester credits of the BSM core must be completed through instruction at Montreat College.

- Demonstration of general education competency in mathematical computation, oral expression, reading, writing, and computer skills (refer to Area Knowledge Competencies section of this academic bulletin).
- Fulfill residency requirement of two periods and the completion of 30 of the last 39 hours at Montreat College.

All undergraduate students admitted prior to their twenty-fourth birthday are required to have PE 110 or the equivalent.

Bachelor of Science in Nursing Degree

The following academic requirements must be completed in order to successfully graduate from the Nursing Department at Montreat College. A total of 128 credits are required to graduate with the Bachelor of Science in Nursing Degree. The student must end the program with completion of:

Three religion courses BB 101 Survey of the OT (3)
BB 102 Survey of the NT (3)
IS 461 Philosophy of Faith and Learning (3)

Or acceptable transfer courses that fulfill the equivalent of the above. IS 461 must be taken at Montreat College.

67 semester hours (to include a minimum of 50% general education credit) of transferable credit earned from a regionally accredited college or university. Only grades of "C" or above (2.0 on a 4.0 scale) are eligible for transfer consideration.

Must have completed the following as part of 67 semester hours:

English Composition (EN 110 or 111)
English Composition (EN 112, 113, or 114)
Anatomy and Physiology (8 credits)
General Psychology (3 credits)
Developmental Psychology (3 credits)
Microbiology (3-4 credits)
Chemistry (3 credits)
Intro to Sociology (3 credits)
Elementary Statistics (3 credits)
Humanities (3 – 3 credit courses from 2 different areas)

Additional general elective credits to be completed:

Nursing articulation credits for prior Nursing education
Courses/Passing NCLEX (24-25credits awarded upon completion of residency requirement completion
General Electives (6) as part of Nursing Core

Applicants must have an overall grade point average (GPA) of 2.5 on a 4.0 scale or higher in all previous college work attempted.
Successful completion of all nursing courses with a C or higher and a successful pass in clinical sections of all clinical and lab components of courses.

The Nursing Portfolio credits must also be completed and successfully passed.

Satisfy the residency requirements of successfully completing 30 hours of coursework at Montreat.

Master of Business Administration Degree

- Completion of all undergraduate prerequisites
- Completion of an undergraduate statistics course or approved tutorial
- Completion of all graduate work at Montreat College
- A cumulative grade point average of 3.0
- If at any time a student receives more than one grade below a B-, the student will be withdrawn from the program.
- Completion of graduate course work within five years of the date of admission into the MBA program
- Payment of all tuition and fees
- Approval of the faculty
- Successful completion of a business consulting project.
- Complete information about the consulting project will be covered in GE 510 Orientation to Graduate Studies. Students should understand that a graduate degree involves substantially more research than an undergraduate degree.

Master of Science in Management and Leadership Degree

- Completion of all graduate work at Montreat College
- A cumulative grade point average of 3.0
- If at any time a student receives more than one grade below a B-, the student will be withdrawn from the program.
- Completion of graduate course work within five years of the date of admission into the MSML program
- Payment of all tuition and fees
- Approval of the faculty

Master of Arts in Education Degree

- Completion of 34 credit hours of coursework while maintaining a 3.0 grade point average.
- Completion of all graduate work at Montreat College
- A cumulative GPA of 2.7 in undergraduate study.
- Evidence that he or she is eligible to hold an ***A*** teaching license in the state of NC.*
- A grade of "B" or better on a capstone project/thesis completed during ED 560, Master's Project Seminar, the last course in the program, and
- A grade of "B" or better on oral presentation/defense

- Completion of graduate course work within five years of the date of admission into the MAEd program
- Payment of all tuition and fees
- Approval of the faculty

* If the applicant does not have a current NC teaching license in Elementary Education he or she will need to take and pass the Praxis II for Elementary Education.

ACADEMIC PROGRAMS

Montreat College School of Professional and Adult Studies offers the following seven degree programs:

The Associate in Science (A.S.) provides a solid foundation in the arts and sciences in addition to introductory courses in a chosen concentration of business, or general studies. Upon completion of the program, students are able to explain the basic principles of their concentration, demonstrate critical thinking skills, and use effective oral and written communication techniques.

The Bachelor of Business Administration (B.B.A.) provides a valuable balance of course theory and practical experience, repairing students to work effectively in today's complex business environment. The program promotes immediate implementation of classroom theory to the work environment. In addition to the 50-credit BBA core curriculum, student must complete general education and elective credits.

The Bachelor of Science in Management (B.S.M.) provides solid instruction in managerial and leadership principles and theory with a focus on developing the leadership competencies required in today's work environment, both private and public. In addition to the 46-credit BSM core curriculum, student must complete general education and elective credits.

The Bachelor of Science in Nursing (B.S.N.) provides registered nurses holding current RN licenses and at least one year of experience in the nursing profession, a strong foundation to continue their education at the bachelor level. The program employs a Christ-centered curriculum designed to impart knowledge, skills, and behaviors nurses need to practice effective patient care and function proactively in a complex and rapidly changing healthcare environment.

The Department of Nursing is designed to offer the licensed diploma or associate's degree RN the opportunity to earn a bachelor's degree in a guided, adult learning oriented, experiential program that allows the student the flexibility to study and continue to work at the same time. The program has the unique feature of offering courses in the classroom, while also interspersing some courses online, to capture a variety of learning styles, educational opportunities and learning mediums for delivering nursing education. As in the Adult and Professional Studies programs, nursing students also take one course at a time with a four-hour class session per week, plus a study group session they complete with their peers. Courses are offered sequentially so that students can stay in a cohort throughout the program, encouraging teamwork and collaborative processes amongst the members of the team. This cohort approach fosters teamwork needed in health care settings of today to deliver integrated collaborative care to meet

the technical needs of complex patient care the nurse is encountering in work settings.

The bachelor's degree will be offered in 5 terms with two clinical practica; one in community health, and one in leadership and management to further enhance the skill and depth of the registered nurse's education experience. Service learning will also comprise a portion of the curriculum as students learn the important lesson of professionals giving back into the community through their time and talents. The integration of a Christian world-view and nursing is an easy fit due to the caring aspects of the nursing profession and the emphasis on taking care of your fellow man in the gospel proper. Lives changed forever in Christian service and academic excellence becomes the targeted outcome of the Department of Nursing.

Classes will be held on the Charlotte and Asheville campuses currently in use with the School of Professional and Adult Studies Program with other cohorts possibly being held onsite at other locations, such as a healthcare facility as the need arises.

Nursing Mission
Equipping nurses to incorporate exceptional and collaborative care in the local and global community, their fellow healthcare workers, and those they care for in Christ's name.

Nursing Vision
To provide the baccalaureate prepared nurse with the skills and abilities to function as a servant leader and change agent in the rapidly evolving healthcare environment of the future.

The Master of Arts in Education (M.A.Ed.) provides students with the understanding of how all children develop and learn so they can utilize varied instructional approaches including technology to design effective learning experiences and assessments that enhance critical thinking skills. Course work is directed toward the development of materials, resources, strategies, knowledge base, and attitudes that can be used in the classroom.

The Master of Business Administration (M.B.A.) provides graduate-level training in the theory and practice of contemporary business management with practical application from domestic and global perspectives. Students gain the leadership and analytical skills necessary for managerial success in both public and private industry.

The Master of Science in Management and Leadership (M.S.M.L.) is a natural progression from the BSM program and provides adult learners with tools and skills needed to excel as managers and leaders. Coursework has a qualitative focus that progresses from developing the individual's leadership

foundation to building relationships between organizational members and stakeholders to determining strategy for a range of organizations. Students do not need a business background, just a determination for leadership regardless of positional authority.

ACADEMIC CALENDAR

Class scheduling is not on a traditional August to May timetable but rather it is based on a lock-step program. Throughout the year, applicants begin the program at a designated location and time. Each class is taught using an accelerated format, and students meet with their professor once a week for four hours at the designated location. Most courses meet for a minimum of five weeks. In all programs, students are registered for the entire program. The class schedule will include breaks for holidays. Every effort is made to have each group complete the core program within approximately 22 to 26 months.

It is essential students understand that one-half of their instruction occurs in the classroom, and the other half occurs in the form of reading, writing, group study, research assignments, and on-the-job application. This outside experience will be shared with others through class discussions, written assignments, and study group discussions. Each cohort of students remains together as a cluster for the entire program.

CURRICULUM

Montreat College School of Professional and Adult Studies offers an Associate of Science, Bachelor of Business Administration, Bachelor of Science in Management, Bachelor of Science in Nursing, Master of Business Administration, Master of Arts in Education, and Master of Science in Management and Leadership degrees.

In the associate core courses, students complete general education course work in Bible, writing, humanities, social science, public speaking, mathematics, and science. These courses seek to develop the whole person and to prepare students for successful completion of the bachelor program.

The master and bachelor core courses embrace the development of the adult learner and provide exposure to human problems and personal values through a well-planned, sequenced curriculum which integrates within the curriculum increasingly advanced cognitive skills, awareness of self and others, values clarification, and social and interpersonal skills.

Program delivery for the master degrees is in a carousel format. The curriculum for each program is divided into units. Units are offered in a specific order and then repeated. Groups of students may join an existing group of students (cohort) at the beginning of any unit and will continue through the cycle of units until they have completed all courses in the

program. Courses required as a prerequisite to other courses in the curriculum are scheduled preceding the more advanced course in the same unit. All students entering and leaving the program together will complete one of the First-Year Graduate Experience courses at the beginning of the program before joining an existing cohort and will complete the Integrative Unit together at the end of the program.

GENERAL EDUCATION CORE

The General Education Core is the hallmark of a liberal arts education. In this series of courses, students gain the broad base of knowledge that will serve as the foundation for further studies in major areas. In addition, students will develop an appreciation of how the various collegiate discipline areas work together to gain a fundamental understanding of the structure and function of world culture from a uniquely Christian perspective.

GENERAL EDUCATION CORE REQUIREMENTS
Bachelor Degrees

Curricula (hours)	Applicable Courses in SPAS
First-year experience (3)	GE 101, GE 322
Computer (3)	CS 101, CS 102E (competency only—no credit)
English Composition & Literature (9)	EN 111; EN 112 Choose one from: EN 211, EN 251, EN 252
Bible (6)	Choose one Old and one New: BB 101, BB 102, BB 201, BB 202
Mathematics (3)	MT 102 or above
Natural Science (6)	Choose from: ES 111, PC 111, AT 111, AT 112
Social Science (9)	Choose two from HS 111, HS 112, HS 211 Choose one elective from: economics, psychology or history
Humanities and Arts (9): At least two areas must be represented	Choose from: AR 211 MS 202, MS203, MS204, MS205 FR or SP IS 202 BB above 100-level EN 231 or another EN 200-level
Physical Education (2)	PE 110 (if age was less than 24 at time of admissions)

GENERAL EDUCATION COMPETENCIES

In addition to the above core requirements, all undergraduate students must demonstrate competency in the following areas: mathematical computation, oral expression, reading, writing, and computer literacy. Competency in these areas may be demonstrated as follows:

Mathematical Computation Competency may be demonstrated as follows:

- Minimum grade of "C" in Math 102 or above or equivalent, **OR**
- Passing a comprehensive math test covering material in any MT course, 102 or above (form available in the course module) **OR**
- Appropriate CLEP or AP scores.

Oral Expression Competency shows graduates demonstrated skill in oral communication. Specifically, students will give extemporaneous oral presentations that either inform or persuade. Competency will be achieved when students demonstrate in the context of oral presentations clarity of thought, originality of ideas, organizational techniques, appropriate diction, critical thinking, supporting strategies, and effective delivery. Competency may be demonstrated as follows:

- Minimum grade of "C" in EN 231 or EN 371, or the equivalent **OR**
- Appropriate DANTES scores.

Students starting or returning before 2010 who did not take the previous courses or exams and did not meet competency previously, may complete four (4) individual speech presentations. An *Oral Expression Competency Scoring Sheet* must be completed by the *Montreat* course professor at the time of each presentation. Oral competency will be met in this manner for all Nursing students not meeting oral competency prior to enrolling in the RN to BSN Nursing program.

Reading Competency may be demonstrated as follows:

- Grade of "C" or above in a literature course (EN 211, 251, 252, or the equivalent), **OR**
- Appropriate CLEP or AP scores.

Writing Competency may be demonstrated as follows:

- Grades of "C" or above in both EN 111 and 112 or the equivalent, **OR**
- Appropriate CLEP or AP scores with essay included.

Computer Skills Competency: All students enrolled at Montreat College must demonstrate computer competency by the end of the sophomore year. Competency may be demonstrated by:

- Completing CS 101 with a "C" or better, **OR**
- By earning a "C" or better on the computer competency exam (CS 102E). Computer competency is understood to include the following skills:

- **Word Processing:** This includes basic formatting and layout skills, including footnotes and endnotes, headers and footers, and integrating pictures and graphs in the text.
- **Spreadsheet:** This includes organizing data, formatting, basic calculations, and developing charts and graphs.
- **Presentation:** This includes incorporating text graphs, pictures, and hyperlinks into a presentation.
- **Internet:** This includes conducting online research and identifying and evaluating credible web sites.
- **E-Learning:** This includes accessing an e-learning program, participating in a discussion group, and posting assignments.
- **E-Mail:** This includes sending and receiving e-mail, sending attachments, and receiving and accessing attachments.

- Students enrolled in the Nursing program will meet this competency by successfully completing NR301 with a passing grade of "C" or better.

Associate in Science (AS) General Studies

Course	Title	Credit Hours	Weeks
GE 101	Orientation to Adult Learning	3	5
EN 111	Writing and Research for Adults	3	6
CS 101*	Computer Applications and Concepts	3	5
BB 101	Survey of the Old Testament	3	5
HS 111	Major Issues in World Civilization	3	5
MT 102	Mathematics for Management	3	6
EN 231**	Public Speaking and Presentations	3	5
BB 102	Survey of the New Testament	3	5
HD 211	Human Growth and Development	3	5
AR 211**	Introduction to Music and Art	3	5
PC 111	Matter and Energy	3	5
EN 112	Writing and Literary Analysis	3	6
EN 211	Masterpieces of Literature	3	5
HS 211	Early American History	3	5
MT 122	Elementary Statistics	3	6
ES 111	Overview of Environmental Science	3	5
IS 202**	Modern Christian/Secular Worldviews	3	5
PE 110*	Healthful Living	2	4
Elective courses to total 15 credit hours		15	25
TOTAL		**67***	**118***

This chart is reflective of the entire Associate schedule and maximum credits for the entire schedule. A minimum of 60 credits is required for the Associate Degree.

For those not required to take PE110 (24 years old or older at time of acceptance), two elective credits may be waived. For those who pass the CS102E, computer competency exam, and three credits may be waived.

**Humanities courses—students are only required to take 2 of the 3 courses for the AS degree. Students who plan to continue to the bachelor level are required to have an additional course in humanities, and should be encouraged to take all three before starting the bachelor core of their choice.

Associate in Science (AS) Business

Course	Title	Credit Hours	Weeks
GE 101	Orientation to Adult Learning	3	5
EN 111	Writing and Research for Adults	3	6
CS 101*	Computer Applications and Concepts	3	5
BS 101	Introduction to Business	3	5
BB 101	Survey of the Old Testament	3	5
HS 111	Major Issues in World Civilization	3	5
MT 102	Mathematics for Management	3	6
EN 231**	Public Speaking and Presentations	3	5
BB 102	Survey of the New Testament	3	5
HD 211	Human Growth and Development	3	5
AR 211**	Introduction to Music and Art	3	5
PC 111	Matter and Energy	3	5
EN 112	Writing and Literary Analysis	3	6
BS 209	Principles of Management	3	5
EN 211	Masterpieces of Literature	3	5
BS 103	Introduction to Economics	3	5
HS 211	Early American History	3	5
MT 122	Elementary Statistics	3	6
BS 206	Principles of Accounting	3	5
ES 111	Overview of Environmental Science	3	5
BS 230	Principles of Marketing	3	5
IS 202**	Modern Christian/Secular Worldviews	3	5
PE 110*	Healthful Living	2	4
TOTAL		**67**	**118**

All business courses must be completed for the emphasis in business

This chart is reflective of the entire Associate schedule and maximum credits for the entire schedule. A minimum of 60 credits is required for the Associate Degree.

For those not required to take PE110 (24 years old or older at time of acceptance), two elective credits may be waived. For those who pass the CS102E, computer competency exam, and three credits may be waived.

**Humanities courses—students are only required to take 2 of the 3 courses for the AS degree. Students who plan to continue to the bachelor level are required to have an additional course in humanities, and should be encouraged to take all three before starting the bachelor core of their choice.

Bachelor of Business Administration (BBA)

Course	Title	Credit Hours	Weeks
GE 322	Orientation for Adult Program Success	3	5
EN 371	Managerial Communications	3	6
IS 461	Philosophy of Faith and Learning	3	5
BS 350	Admin. Theory & Organizational Behavior	3	5
BS 403	Leadership and Human Resource Mgt.	3	5
BS 311	Business Law	3	5
BS 309	Business Ethics	3	5
CS 302	Management Information Systems	3	6
BS 314	Data Analysis for Business	3	6
BS 351	Economics: Micro and Macro	3	6
BS 413	Production and Operations Management	3	5
BS 352	Financial Accounting Issues	3	6
BS 452	Managerial Accounting Issues	3	6
BS 422	Issues in Corporate Finance	3	6
BS 320	International Business	3	5
BS 437	Marketing Management	3	5
BS 460	Strategic Management	3	6
BS 471	Individual Business Project	3	5
TOTAL		**54**	**93**

Note: Students may only switch from one bachelor's business program to another (BBA or BSM) during the first seven courses specific to the degree (BBA or BSM) and not shared.

Bachelor of Science in Management (BSM)

Course	Title	Credit Hours	Weeks
GE 322	Orientation for Adult Program Success	3	5
EN 371	Managerial Communications	3	6
IS 461	Philosophy of Faith and Learning	3	5
BS 350	Admin. Theory & Organizational Behavior	3	5
BS 403	Leadership and Human Resource Mgt.	3	5
BS 311	Business Law	3	5
BS 309	Business Ethics	3	5
BS 342	Markets and the Economic Environment	3	5
BS 356	Globalization & Intercultural Understand.	3	5
BS 340	Management Concepts and Issues	3	5
BS 322	Marketing for Managers	3	5

BS 308	Servant Leadership	3	5
CS 304	Info Systems Technology for Mgmt.	3	5
BS 355	Small Business Management	3	5
BS 430	Organizational Strategic Planning	3	6
BS 471	Individual Business Project	3	5
TOTAL		**48**	**82**

Note: Students may only switch from one bachelor's business program to another (BBA or BSM) during the first three courses that are specific to the degree (BBA or BSM) and not shared.

Bachelor of Science in Nursing (BSN)

Course	Title	Credit Hours	Weeks
NR 301	Nursing Informatics and Introduction to the BSN role	4	6
BB 101	Survey of the Old Testament	3	5
NR 310	Trends and Issues in Professional Nursing Practice	3	5
NR 340	Perspectives in Diverse and Underserved Populations in Healthcare	3	5
BB 102	Survey of the New Testament	3	5
NR 350	Compassion, Bioethics and Spiritual Care	3	5
NR 320	Update in Clinical Nursing Practice	3	5
NR 435	Evidence Based Practice	3	5
NR 445	Alternative Medicine and Healing Therapies from a Christian Perspective	3	5
NR 330	Health Assessment	4	6
NR 465	Community (Global) Health	5	8
NR 360	Gerontology and Palliative Care	3	5
NR 475	Leadership and Management in Nursing	3	5
NR 480	Leadership and Management Practicum	3	5
NR 455	Transcultural Nursing	3	5
IS 461	Foundations of Faith and Learning	3	5
Electives	Student selected electives	6	5 weeks each
NR 490	Portfolio	3	4 weeks
TOTAL		**61**	**99**

Master of Business Administration (MBA)

Course	Title	Credit Hours	Weeks
GE 510	Introduction to Graduate Studies	3	6
BS 526	Organizational Behavior & Admin.	3	6
BS 536	Analysis of MIS	4	8
BS 540	Seminar in Marketing Strategies & E-commerce	3	6

	Tutorial in Economics (2 weeks)	**0**	**0**
BS 545	Current Economic Analysis	3	6
BS 579	Current Issues in Innovation & Tech.	3	6
BS 530	Ethics and the Legal Environment	3	6
BS 555	Entrepreneurship and Small Business Mgmt.	3	6
BS 560	Quantitative Methods in Business	3	6
BS 565	International Business and E-commerce	3	6
BS 352	Financial Accounting Issues Undergraduate	3	6
BS 570	Advanced Managerial Accounting	3	6
	Tutorial in Finance (2 weeks)	**0**	**0**
BS 550	Financial Management Practices	3	6
BS 580	Strategic Planning and Research Analysis	3	6
BS 590	Management Consulting	3	6
TOTAL (not including the accounting prerequisite)		**43**	**92**

Note: Students who did not have finance or economics are required to pass the tutorials prior to taking the graduate course. Those who did not have undergraduate accounting will have to take BS362 or BS 352. *All students are required to complete an undergraduate statistics course or tutorial if they did not have one successfully completed in their undergraduate degree.*

Master of Arts in Education (K-6) (MAEd)

Course	Title	Credit Hours	Weeks
GE 505	Orientation to Graduate Studies	3	6
ED 530	Measuring and Evaluating Student Performance	3	6
ED 510	Contemporary Issues Involving Diversity in the Classroom	3	6
ED 515	Student Motivation and Behavior	3	6
ED 520	Curriculum Design and Development	3	6
ED 525	Effective Instructional Strategies	3	6
ED 535	Teacher as Researcher	3	6
ED 540	Issues, Trends, and Practices in Reading	3	6
ED 545	Building Home-School Partnerships	3	6
ED 550	Alternative Methods for Delivery of Curriculum	3	6
ED 555	Legal Issues Involving Stakeholders in Education	3	6
ED 560	Master's Project Seminar	3	6
TOTAL		**36**	**72**

Master of Science in Management and Leadership (MSML)

Course	Title	Credit Hours	Weeks
GE 501	Orientation to Leadership and Mgmt.	3	6
ML 504	Exploring Leadership and Personal Leadership Development	4	8
ML 510	Organizational Behavior	3	6
ML 512	Human Capital Management	3	6
ML 515	Effective Communication, Negotiating, and Conflict Resolution	3	6
ML 518	Ethics and the Legal Environment	3	6
ML 524	Accounting & Finance Skills for Leadership	4	8
ML 562	Research Methods in Management	3	6
ML 578	Current Issues in Mgmt. & Leadership	3	6
ML 540	Marketing Strategies for Managers and Leaders	3	6
ML 542	Strategic Planning	4	8
ML 585	Advanced Entrepreneurship and the Intrepreneurial Spirit	4	8
TOTAL		**42**	**84**

Program Listing for Undergraduate Studies (PLUS) Courses

The PLUS program was developed by Montreat College to assist students in fulfilling their general education and elective credits as they pursue their bachelor degree. PLUS courses provide interesting and convenient course options and include such subjects as psychology, theology, history, and language courses.

PLUS courses are offered at times convenient for students already in the School of Professional and Adult Studies as well as for community members engaged in full time employment. Courses may be offered on Saturdays or online. All online courses are delivered using Moodle®, and most last six weeks. Students should contact an academic advisor for more information regarding PLUS courses.

*Course is also available online.

BIBLE

*BB 201	Old Testament Theology (may also be used as humanities credit)
*BB 202	New Testament Theology (may also be used as humanities credit)

HISTORY

HS 112	Western Intellectual Tradition: From Leonardo to Hegel

HUMANITIES

*MS 202	Social History of Rock-n-Roll
*MS 204	Red, Hot, and Blue: A Look at American Musical Theater
*MS 205	Music in the U.S.
SP 101	Elementary Spanish

LITERATURE

*EN 251	The Christian World of C. S. Lewis (may also be used as humanities credit)
*EN 252	Shakespeare for Managers (may also be used as humanities credit)

NATURAL SCIENCE

*AT 111	Astronomy I
*AT 112	Astronomy II (does not require AT 111 as a prerequisite)

SOCIAL SCIENCE

*HD 307	Leadership and Group Dynamics
*PY 202	General Psychology

MATH

MT 103	Introduction to Mathematical Concepts

ELECTIVES

*BS 208	A Random Walk through the Financial Maze (satisfies accounting prerequisite)
BS 231	Entrepreneurship
*CS 305	Introductory Microsoft Excel (2 credits)
*CS 306	Intermediate Microsoft Excel

All the above courses are three credit hour courses and five weeks in length except for the foreign language course, which is six weeks in length, and the introductory Microsoft Excel course, is two credit ours and four weeks in length. Online courses are six weeks long.

COURSE DESCRIPTIONS
SCHOOL OF PROFESSIONAL AND ADULT STUDIES

Undergraduate

BIBLE

BB 101 S SURVEY OF THE OLD TESTAMENT
This course introduces the student to the tools and background necessary for understanding, interpreting, and applying the Old Testament to contemporary life. Furthermore, the course prepares the student to discuss intelligently the factual material in the Old Testament and to make clear critical judgments regarding the validity of various interpretations of the Old Testament. (3 credits, 5 weeks)

BB 102 S SURVEY OF THE NEW TESTAMENT
An introduction to the tools and background necessary for understanding, interpreting, and applying the New Testament to contemporary life, designed to prepare students to intelligently discuss the factual material in the New Testament and to make clear critical judgments regarding the validity of various interpretations of the New Testament. (3 credits, 5 weeks)

BB 201P OLD TESTAMENT THEOLOGY
An in-depth study of Old Testament themes with a view to their relevance for Christian theology, worship, and ethics. These include:
God's self-revelation, creation, covenant/kingdom, fall, law, worship, prophecy, and hope. The course will include an introduction to proper exegetical, hermeneutical, and theological methods. (3 credits)

BB 202 P NEW TESTAMENT THEOLOGY
This course introduces the major themes of New Testament theology and their specific relevance for Christian theology, worship, and ethics. These include: the Kingdom of God, justification, sanctification, Pauline theology, etc. (3 credits)

BUSINESS

BS 101S INTRODUCTION TO BUSINESS
This course provides an overview of the fundamentals of business management. (3 credits, 5 weeks)

BS 103S INTRODUCTION TO ECONOMICS
An introduction to the basic economic concepts of what, how, and for whom to produce scarcity and choice, opportunity cost, price mechanism, competition,

monopoly, demand and supply, the concepts of laissez-faire, and government intervention. Also included are macroeconomic issues, such as economic systems, aggregate supply and demand, and international trade. Meets social science. (3 credits, 5 weeks)

BS 206 S PRINCIPLES OF ACCOUNTING
A study of basic theory and practice for services and mercantile businesses, including rewarding techniques, statement preparations, and simple financial analysis with a view toward understanding accounting concepts. (3 credits, 5 weeks)

BS 208P A RANDOM WALK THROUGH THE FINANCIAL MAZE
This course is an overview of the rudimentary elements of financial, managerial, and cost accounting. It also covers the basics of corporate and personal finance with some emphasis on the ethics of financial management. Topics such as the double entry system, inventory management (FIFO, LIFO, etc.), analysis of financial statements, and personal and corporate money management among other things will be discussed. (3 credits)

BS 209S PRINCIPLES OF MANAGEMENT
An introduction to management structures, including planning, organizing, leading, and controlling. Management process in for-profit and not-for-profit organizations, both large and small, are examined. Special topics include globalization, quality, Competitiveness, teamwork, ethics, and entrepreneurship. (3 credits, 5 weeks)

BS 230S PRINCIPLES OF MARKETING
An introductory study of the marketing process, including the elements of the marketing mix, the product distribution structure, the price system, and promotional activities. The importance of customer orientation is stressed. (3 credits, 5 weeks)

BS 308S SERVANT LEADERSHIP
This course studies the functional, moral, and spiritual aspects of leadership in organizations. Students gain an appreciation of the nature, strengths and weaknesses of servant leadership and become prepared to develop as a leader according to a personalized leadership plan. (3 credits, 5 weeks)

BS 309S BUSINESS ETHICS
This course examines business policies and practices as they relate to moral and ethical issues. It raises basic questions on moral reasoning and the morality of economic systems both in the United States of America and internationally. It also examines the impact of governmental regulations on corporate behavior and the ethical relationships between the corporation, its employees, and its customers. BBA/BSM only (3 credits, 5 weeks)

BS 311S BUSINESS LAW
This course examines, analyzes, and applies the nature, formation, and system of law in the United States to the modern business environment. BBA/BSM only (3 credits, 5 weeks)

BS 314S DATA ANALYSIS FOR BUSINESS
This course is designed to educate the undergraduate business student in the ability to work with data and statistical ideas. Students acquire the ability to accurately describe data, to make reliable inferences from data, and to critically assess the reported results of a variety of statistical studies by using various statistical methods and tools to analyze data in diverse example applications. Statistical methods and tools utilized include graphical and numerical data description, sampling techniques, probability distributions, tests of hypotheses, and analysis of variance. Emphasis is placed on understanding the purpose of each procedure, how to perform the procedure using the software tools, and especially how to interpret and apply the results to organizational problems. BBA only.
(3 credits, 6 weeks)

BS 320S INTERNATIONAL BUSINESS
A study of business as practiced in different nations and cultures examining the influence of difference in the political, competitive, economic, social, legal, and technological environments on the main business functions (marketing, production, and finance) and business effectiveness. Also discussed are problems of international financial instability and exchange rate volatility. Foreign currency hedging problems are examined and solved. BBA only (3 credits, 5 weeks)

BS 322S MARKETING FOR MANAGERS
This course covers the principles of marketing that need to be understood by managers in order to develop and utilize effective marketing practices. Concepts of the global economy, including major social, psychological, and political influences, will be explored and their marketing implications considered from a manager's perspective. (3 credits, 5 weeks)

BS 340S MANAGEMENT CONCEPTS AND ISSUES
This course explores what it means to be a manager: who a manager is, what a manager does, and what a manager is responsible for achieving. This course surveys major concepts and issues involving the interrelated functions of planning and control, organizing, and leadership in 21st-century organizations and, building on this background, challenges students to become better managers. Extensive use of self-assessments as well as descriptive presentations, experiential exercises and analytical case exercises involving group discussion, written examinations, and a group research project enable students to develop their understanding and ability to apply ethical principles of sound practice in the workplace.
(3 credits, 5 weeks)

BS 342S MARKETS AND THE ECONOMIC ENVIRONMENT
This course first introduces the student to the economic way of thinking, primarily by stressing the notion of cost-benefit analysis and its critical importance to sound decision making. The focus then shifts to a study of the economic environment within which a firm must make its operating and financing decisions. The bulk of the course, therefore, addresses traditional macroeconomic issues with an emphasis on the business cycle and on the nature and effects of monetary and fiscal policies. This study of the economic environment is then extended to the international realm through a discussion of foreign trade and exchange rates. Throughout, the course stresses an intuitive and applied approach to understanding economic relationships. (3 credits, 5 weeks)

BS 350S ADMINISTRATIVE THEORY AND ORGANIZATIONAL BEHAVIOR
A study of management techniques and leadership and their application to improving managerial effectiveness. The course stresses the importance of wholesome relationships between persons in business and maintaining sound relationships among employer, employee, and customer. BBA/BSM only. (3 credits, 5 weeks)

BS 351S ECONOMICS: THEORY, CONCEPTS, AND IDEAS OF MICRO AND MACRO
A survey of microeconomic issues such as price, competition, monopoly, oligopoly, income distribution, international trade, and economic development. The course also includes a survey of macroeconomic issues such as the structure of modern economics, its production, interrelationships, the nature and function of money, monetary and fiscal policy, and public finance. BBA only (3 credits, 6 weeks)

BS 352S FINANCIAL ACCOUNTING ISSUES
This course is a survey of accounting procedures, with emphasis on identifying, recording, classifying, and interpreting transactions and other events relating to proprietorships, partnerships, and corporations. BBA only. (3 credits, 6 weeks)

BS 355S SMALL BUSINESS MANAGEMENT
This course covers the role of a small business manager as distinct from that of an entrepreneur or that of a large corporate manager.
Issues such as human resource management, financial management, marketing and the impact of global business on small firms will be examined. BSM only. (3 credits, 5 weeks)

BS 356S GLOBALIZATION AND INTERCULTURAL UNDERSTANDING
This course examines the role of managers in a global environment.
The impact of globalization, culture, and diversity on management styles and

techniques will be discussed. BSM only.
(3 credits, 5 weeks)

BS 362S FINANCIAL AND MANAGERIAL ACCOUNTING ISSUES
A survey course of the accounting process, beginning with the procedures for preparing financial accounting records and concluding with the role that accountants play in the decision-making process. Emphasis on identifying, recording, classifying, and interpreting transactions and other events relating to proprietorships, partnerships, corporations, and nonprofit organizations, including the use of that accounting data by managers and accountants to manage the business. BBA only. Pre-requisite: BS 206 or BS 208 or equivalent (4 credits, 8 weeks)

BS 403S LEADERSHIP AND HUMAN RESOURCE MANAGEMENT
A study of the leadership, technical, and legal issues confronting human resource managers in today's dynamic business environment. Includes an examination of principles and techniques utilized to effectively lead and manage the human resource/personnel staff function in modern business organizations. BBA/BSM/HR only (3 credits, 5 weeks)

BS 413S PRODUCTION AND OPERATIONS MANAGEMENT
A study of the management of production functions in manufacturing or service environments. Using software applications, students apply quantitative techniques to aid in solving a variety of business decision-making problems. Topics include inventory control, forecasting, decision theory, quality control, and project management. BBA only. (3 credits, 5 weeks)

BS 422S ISSUES IN CORPORATE FINANCE
This course lays the groundwork for determining the value of the organization by conveying the ideas of cash flow, time value of money, bond and stock valuation, and capital budgeting. BBA only.
(3 credits, 6 weeks)

BS 430S ORGANIZATIONAL STRATEGIC PLANNING
This course provides students with an overview of the strategic management process. Emphasis is placed on developing a vision, setting objectives, crafting a strategic plan, and implementation. The course also stresses the importance of analyzing external competitive conditions and the organization's internal capabilities, resources, strengths, and weaknesses in order to gain and sustain a competitive advantage. Approaches to organizational structure, policy, support systems, and leadership required to effectively execute strategy are all examined. Case studies of real world companies are utilized to reinforce the theoretical concepts learned in the course. BSM only. (3 credits, 6 weeks)

BS 437S MARKETING MANAGEMENT
An integrated course in marketing systematically oriented with emphasis on the marketing mix and the formulation of competitive strategies. Special attention is given to the control function, market analysis, marketing information, and sales forecasting. Case analysis is stressed. BBA only (3 credits, 5 weeks)

BS 452S MANAGERIAL ACCOUNTING ISSUES
This course is an in-depth study of the role that accounting data plays in the decision-making process of managers of both for-profit and nonprofit organizations. BBA only. (3 credits, 6 weeks)

BS 460S STRATEGIC MANAGEMENT
This course is designed to provide an overview of the strategic management process. Emphasis is placed on developing vision, setting objectives, and crafting strategy to achieve desired results.
Also stressed is the importance of analyzing external competitive conditions and the organization's internal capabilities, resources, strengths, and weaknesses in order to gain and sustain a competitive advantage. Approaches to organizational structure, policy, support systems, and leadership required to effectively execute strategy are examined. BBA only. (3 credits, 6 weeks)

BS 471S INDIVIDUAL BUSINESS PROJECT
(Prerequisite: Completion of all BBA or BSM core courses.)
An integrative capstone real world learning experience requiring each student to solve a business problem and/or provide a support service to a client organization. Through a preliminary project proposal, the student identifies the enlisted client organization, defines the problem being solved and the services being provided, and establishes the client's desired result. Through a project report and presentation, the student demonstrates achievement of the desired results by application of knowledge and skills acquired throughout the degree program. In place of solving a business problem and/or providing a support service to a client organization, a student may prepare a business plan for an entrepreneurial business venture that he/she is interested in pursuing. (3 credits, 5 weeks)

COMPUTER SCIENCE

CS 101S COMPUTER APPLICATIONS AND CONCEPTS
An introduction to computer hardware and software, with an emphasis on basic applications and concepts. Basic competence with word processing, online learning, and Internet navigation and communication will be acquired. The course includes an introduction to spreadsheets and presentation software. Meets computer usage competency. (3 credits, 5 weeks)

CS 302S MANAGEMENT INFORMATION SYSTEMS
A study of the management and varied use of information systems in business. Through lecture, case study, and hands-on decision-making applications, students are exposed to the variety of critical state-of-the-art business applications enabled by information technology. BBA only; meets computer usage competency. (3 credits, 5 weeks)

CS 304S INFORMATION SYSTEMS TECHNOLOGY FOR MANAGERS
(Prerequisite: completed computer usage competency)
A thorough overview of information systems technology for management. Through lecture, case study, Internet exploration and hands-on applications, students examine a wide variety of critical uses of information technology by management. BSM only; does not meet computer usage competency (3 credits, 5 weeks)

CS 305P MICROSOFT EXCEL INTRODUCTORY
This course uses excel to create basic spreadsheet applications containing formulas with absolute and relative cell addressing, built-in functions, charts, and drawing objects. This course covers the following Excel skills: creating and editing worksheets containing data and formulas, managing workbooks and files, modifying worksheets through copy and paste, drag and drop, Auto fill, and inserting and deleting rows and columns, and formatting and printing worksheets to enhance worksheet appearance and customize print output. The course is conducted using a case-based, problem solving approach emphasizing the What, Why, and How of the above Excel application skills. (2 credits)

CS 306P MICROSOFT EXCEL INTERMEDIATE
(Prerequisite: CS 305 or equivalent.) (3 credits)
This course covers the following skills: *using date & time, financial, and logical functions in decision-making applications; *organizing, manipulating and consolidating data in large worksheets and multiple worksheet applications; *creating, sorting, and filtering worksheet lists; *analyzing decision alternatives using Pivot Tables, data tables, goal seeking, solver and scenario manager; *using lookup and reference functions; *importing and exporting data; *developing workbook applications including workbook sharing, conditional formatting, data validation and macro automation. (3 credits)

ENGLISH

EN 111S WRITING AND RESEARCH FOR ADULTS
This course involves studying and practicing those matters of writing that affect readability, including effective style (accuracy, clarity, and conciseness), appropriate punctuation, and correct use of grammar.

Students are instructed in prewriting, composing, and rewriting. Meets ½ of writing competency. (3 credits, 6 weeks)

EN 112S WRITING AND LITERARY ANALYSIS

This course emphasizes the interconnectedness of reading and writing and provides additional practice in the writing process developed in English 111, including collecting information and ideas (through observation, reading, and exchanging thoughts and opinions with others) and planning and developing essays (through drafting, peer exchange, and revision). In addition, students read, reflect, and report on literature in order to develop and deepen analytical and imaginative thinking, writing abilities, and research skills. Meets ½ of writing competency. (3 credits, 6 weeks)

EN 371S MANAGERIAL COMMUNICATIONS

This course aims at improving the speaking, writing, listening, and facilitating skills of students who are, or aspire to be, supervisors and managers. BBA/BSM only (3 credits, 6 weeks)

FIRST YEAR EXPERIENCE (GENERAL EDUCATION)

GE 101S ORIENTATION TO ADULT LEARNING

This course is designed to prepare the returning adult student to succeed in the accelerated program format in the School of Professional and Adult Studies. Includes an introduction to the concepts of study groups, personal management, and adult learning as well as the written and oral communications skills needed in the program. (3 credits, 5 weeks)

GE 322S ORIENTATION FOR ADULT PROGRAM SUCCESS

This course prepares the beginning BBA or BSM student for success and includes a discussion of group dynamics, professional development, and the use of library resources. The course provides the foundation for understanding group theory and its applications to the adult learning module. Students will begin work on a draft of their business/service (BBA) or management (BSM) project proposals as practice for the final report due at the end of the program. Students are also exposed to the availability of library resources and how to effectively utilize them for the purpose of research and writing throughout the program. Written and oral competencies will further help to prepare students for success in this accelerated program format. BBA/BSM core only. (3 credits, 5 weeks)

HISTORY

HS 111S MAJOR ISSUES IN WORLD CIVILIZATION

A study of the major periods in world history, with primary attention given to western civilization and the western intellectual tradition and their impact on the rest of the world. (3 credits, 5 weeks)

HS 112P WESTERN INTELLECTUAL TRADITION: From Leonardo to Hegel
This course is a study of the development of ideas from the Renaissance to the opening of the nineteenth century. Essentially, the course is a history of the life of ideas, and as such necessarily it is an intellectual history covering a period of four centuries, during which the world transformed from medieval to modern. Special focus is given to invention; to inductive scientific method; to political, social, and religious ideas; and to the ideas of a selective few individuals who most contributed to this transformation of society into secularized states. (3 credits)

HS 211S EARLY AMERICAN HISTORY
This course examines European expansion and discovery of the North American continent; the British colonization of the Eastern seaboard; the colonial identity shaped by an amalgamation of African, Native American, and European cultures; and the American Revolution as a manifestation of the liberalism that shaped world history in the modern age. Specific attention is given to how Western race and gender prescriptions shaped the social framework of colonial America and underscored the complex interactions among colonial peoples. (3 credits, 5 weeks)

HUMANITIES

AR 211S INTRODUCTION TO MUSIC AND ART
A study of the elements and principles of classical and popular music and visual arts, including an examination of their parallels through historical periods. (3 credits, 5 weeks)

EN 220P SEMINAR IN CREATIVE PROSE WRITING
This course is a workshop-based course in essay and creative writing from the study of short stories. Discussion of short stories will guide writers in their choice of essay topics and in the creation of their own stories. (3 credits)

EN 231S PUBLIC SPEAKING AND PRESENTATIONS
Instruction is given in the oral communication of original ideas, with special emphasis on impromptu and extemporaneous speaking styles essential to success in the classroom and workplace. Students receive specific training in the organizational and thinking skills needed to structure informative and persuasive speeches, as well as the performance skills required to effect confident, authoritative presentations. Meets oral expression competency. (3 credits, 5 weeks)

MS 202P A SOCIAL HISTORY OF ROCK AND ROLL
This course explores the development of the rock-and-roll phenomenon from its roots in rhythm and blues, jazz and swing and country western music to its maturity and popularity in the latter part of the twentieth century. Carious

genres that have been viewed as sub categories or rock-and-roll are defined and examined. A study of influential and popular rock-and-roll musicians, their lives, and their music are included. The course also examines the social and political forces that spawned and nourished this influential genre of music, and also analyzed the effect that rock-and-roll has had on society. Christian principles in relation to participation in rock-and-roll will also be discussed as well as how rock-and-roll has affected the Christian community. (3 credits)

MS 204P RED, HOT, AND BLUE: A LOOK AT AMERICAN MUSICAL THEATER
This course covers the history and development of American musical theater from 1927 to 1997 and also the creation and production of a musical. Scripts and scores, audio and video recordings, and when possible, live performances and/or rehearsals will supplement text materials. (3 credits)

MS 205P MUSIC IN THE U. S.
From the music of Stephen Foster, and Civil War ballads and bands, to Blues, Bluegrass, Jive and Jazz. Wiley Hitchcock's classic text
Music in the U.S. guides us as we study, listen, and attend live performances. Then hear guest lectures from folk and jazz artists and country-western songwriters from Nashville, Tennessee. Everything you always wanted to know about music in our country but were afraid to listen to. (3 credits)

SP 101P ELEMENTARY SPANISH
This course is for those who have had less than two years of high school Spanish. Emphasis is upon fundamentals of grammar, vocabulary, composition, pronunciation, and conversation.
(3 credits, 6 weeks)

INTERDISCIPLINARY STUDIES

IS 202S CHRISTIAN AND SECULAR WORLDVIEWS
A survey of the development and characteristics of common worldviews, including comparing and contrasting the Christian worldview with popular secular worldviews. Meets humanities. (3 credits, 5 weeks)

IS 461S PHILOSOPHY OF FAITH AND LEARNING
This course is designed to help students define their personal Christian philosophy of life by integrating faith and learning. Students are challenged to explore their Christian calling and to consider ways in which they can exert a Christian influence in the world today. Bachelor degree-seeking only. (3 credits, 5 weeks)

LITERATURE

EN 211S MASTERPIECES OF LITERATURE

Students read and discuss selections from world literature, focusing on themes such as the human relationship to nature, God, others, and self. This course emphasizes the way in which reading, discussing, and writing about literature are foundational to understanding the human condition. While the principles of the writing process as presented in EN 111 and 112 are built upon, writing assignments will require a close reading and analysis of selected plays, poems, and novels. Meets reading competency. (3 credits, 5 weeks)

EN 251P THE CHRISTIAN WORLD OF C. S. LEWIS

A study of C. S. Lewis' important, imaginative, and analytical works reflecting his Christian world view. As one of the twentieth century's most prolific and influential Christian writers, Lewis' work is a treasure trove for those seeking to learn how to think deeply about Christianity. His clear, lucid writing is especially helpful when he addresses complex issues, and his use of illustrations by way of analogy frequently sheds light on previously dark and thorny issues. Students will read and discuss his popular works focusing on his Christian world view, write a series of short essays in which they engage Lewis' ideas and evaluate their merits and work together to present a final group research project. Meets reading competency. (3 credits)

EN 252P SHAKESPEARE: MODELS IN LEADERSHIP

This course is a study of leadership as reflected in the works of William Shakespeare. This course will explore various models of leadership as illustrated in several of Shakespeare's plays with an eye toward applying his insights to contemporary business environments. Meets reading competency. (3 credits)

MATHEMATICS

MT 102S MATHEMATICS FOR MANAGEMENT

An examination of various concepts of basic algebra, which assist in building skills for performing specific mathematical operations and problem solving. Specific applications in accounting, finance, and economics are demonstrated and discussed. (3 credits, 6 weeks)

MT 103P INTRODUCTION TO MATHEMATICAL CONCEPTS

This course is a brief but comprehensive introduction to mathematics. The student will be primarily encouraged to develop mathematical thinking skills, and to understand their uses especially in science and business. This course does contain algebra, trigonometry, calculus, and business math components. After completion, students should have a good conceptual understanding of

many fields in mathematics, and be sufficiently skilled to understand how mathematical problems can be approached and solved. (3 credits)

MT 122S ELEMENTARY STATISTICS
This course is designed to educate students in the development of statistical thinking. Students will acquire the ability to accurately describe and depict data, make reliable inferences from data, and critically assess the reported results of a variety of statistical studies.
Students will use scientific calculators to compute measurements used in a variety of statistical methods and tools. Example application areas include business, psychology, medicine, sports, and the sciences. (3 credits, 6 weeks)

NATURAL SCIENCE

AT 111P ASTRONOMY I
A study of the appearance of the sky, the sun, the moon; the theory of solar system formation and the resolution of conflicts between science and the Bible. (3 credits)

AT 112P ASTRONOMY II
This course will explore the means by which we learn about stars and galaxies. Stellar and galactic life cycles and the origin and structure of the universe will be considered. (3 credits)

ES 111S AN OVERVIEW OF ENVIRONMENTAL STUDIES
An introduction to the broad field of environmental studies, including worldviews and the nature of scientific inquiry, the relationship between science and religion, earth science, the biological foundations of life, ecology, and resource management and conservation. (3 credits, 5 weeks)

PC 111S MATTER AND ENERGY
A survey of the development of the concepts of matter and energy within the disciplines of chemistry and physics, with an emphasis on modern applications to the earth and beyond. (3 credits, 5 weeks)

PHYSICAL EDUCATION

PE 110S HEALTHFUL LIVING
This course will deal with an overview of the development and maintenance of a healthy lifestyle. Within the context of a historical, scientific, and scriptural basis for human health, students will conduct a fitness assessment and then research and develop a personal plan for physical wellness. Topics will include disease prevention, cardiovascular and strength training, weight management, social support, stress reduction, and personal responsibility. (2 credits, 4 weeks)

SOCIAL SCIENCE

HD 211S HUMAN GROWTH AND DEVELOPMENT

This course is designed to acquaint students with the miraculous passage through the human life span. Through successful completion of this course, students will be better equipped to understand how they and those with whom they interact have progressed and will continue to progress through the life span. Application objectives and outcomes of this course will, ideally, result in the improvement of health, well-being, livelihood, and relationships. (3 credits, 5 weeks)

HD 307P LEADERSHIP & GROUP DYNAMICS

A study of leadership and group behavior as viewed through experiential group processes, individual interaction, and theory.
Content includes the theory and practice of group dynamics and the fundamentals of effective leadership. Particular emphasis will be placed on working towards a general theory of leadership and discovering its applications in a group setting. (3 credits)

PY 202P GENERAL PSYCHOLOGY

This course is a basic survey of the discipline of psychology: the science of behavior and mental processes. We will examine the physiological, intellectual, emotional, and social aspects of human behavior and look at the applications of psychological theory and research to daily living. (3 credits)

NURSING

NR 301 NURSING INFORMATICS /INTRODUCTION TO THE BSN ROLE

Provides an introduction to the RN/BSN program, the Montreat College mission, and the Nursing Department's Conceptual Framework. Basic computer skills in word processing, online learning, spreadsheets, and presentation software will be acquired. APA format, college level writing and oral communication are emphasized. Examines the broad scope of computerized information and its function in the nursing profession. Exploration of HIPPA regulations, learning to search library databases, and academic tools to foster success in the Nursing program are introduced. The contemporary professional role of nursing and its current issues, nursing theory, nursing's role in policy and politics, professional organizations and their importance to the role are also explored. This course fulfills the General Education computer skills competency requirement. Nursing students only. (4 credits)

NR 310 TRENDS AND ISSUES IN PROFESSIONAL NURSING PRACTICE

Examines current nursing issues related to healthcare topics including: International nursing, global health, health promotion, disease management, violence in the workplace, nursing image, and the future of nursing. Students

engage in spontaneous public speaking in response to current healthcare issues, deliver prepared presentations, and offer reflection on the public's perception of a healthcare issue as evidenced in current literature and media. Nursing students only. Prerequisite – NR301 (3 credits)

NR 320 UPDATE IN CLINICAL PRACTICE
Nursing topics that include the latest findings from evidence based practice are discussed in a seminar format. Topics include: Genetics, pain management, quality-safety initiatives, nursing care of selected disorders, plus current clinical topics of interest. Nursing students only. Prerequisite – NR301 (3 credits)

NR 330 HEALTH ASSESSMENT
Focuses on the holistic and systematic assessment of adults and older adults utilizing basic history taking and physical assessment skills to collect data on individuals. Didactic information and hands on skills sessions are provided for spiritual, physiological, mental, developmental, psychosocial and socio-cultural domains. Nursing students only. Prerequisite – NR301 (4 credits)

NR 340 PERSPECTIVES IN DIVERSE AND UNDERSERVED POPULATIONS AND HEALTHCARE
Examines the United States healthcare system and its interaction with vulnerable populations of ethnicity, gender, socio-economic status, age, geographic location, and religious affiliation regarding access to care. A service learning component of 10 hours spent with an underserved population will accompany this course. Prerequisite – NR301, NR310, NR330 or permission of instructor. (3 credits)

NR 350 COMPASSION, BIOETHICS AND SPIRITUAL CARE
The concept of compassion and its place in nursing care will be a source of reflection during this course. In addition, bioethics will be explored utilizing deontological and teleological theories to discuss such nursing issues as life and death, allocation of scarce human resources, dealing with suicide, abortion, and genetics and reproduction. Lastly, spiritual care of patients will be addressed. Prerequisite – NR301, NR310, and NR330 or permission of instructor. (3 credits)

NR 360 GERONTOLOGY AND PALLIATIVE CARE
Examines the older adult from a physiological, psychological, socio-cultural, and spiritual viewpoint and their interaction with the healthcare system today. Health promotion, chronic illness, disease management, loss, end of life issues and the care-giver's role are also included in this course. A service learning component of 10 hours with the population is also included. Prerequisite – NR320, NR330, NR350 (3 credits)

NR 435 EVIDENCE BASED PRACTICE
Explores the elements of nursing research to help students become informed consumers of research. Qualitative and quantitative methods are discussed

from a nursing practice research perspective and the relationship of theory to practice is included. Research rigor is stressed, as well as the ethical aspects of research with human subjects. Develops skills for evidence- based practice through the formation of journal clubs within the class room, critique of research articles and formal presentation of best practice evidence. Prerequisite – Statistics. (3 credits)

NR 445 ALTERNATIVE MEDICINE AND HEALING THERAPIES FROM A CHRISTIAN PERSPECTIVE

Alternative methods of delivering healthcare modalities are arising from all sectors these days. Therapeutic touch, herbal remedies, aromatherapy, massage therapy, and magnetic therapy are but a few of the alternative therapies patients are requesting in lieu of traditional western medicine. This course explores the origins, content and evidence surrounding these alternative therapies, how and on whom they are used, their effectiveness, and how we as Christians can respond as mature, informed believers regarding these therapies in the nursing realm. Prerequisite NR301 (3 credits)

NR 455 TRANSCULTURAL NURSING

The role of ethnicity is examined in relation to health care decision making in the United States today. Cultural theories and frameworks are introduced to underpin the study of variables such as age, gender, religion, and location affecting various groups of peoples across the nation as they interact with the healthcare system to access care. Prerequisites NR350, NR445 (3 credits)

NR 465 COMMUNITY (GLOBAL) HEALTH

Provides an overview of healthcare from a populations perspective in the community as well as on an international level. Epidemiology, public health, environmental health, emergency preparedness, health promotion and program evaluation are included. A 45-hour preceptored experience with a BSN or higher prepared nurse in a community health setting is required. Nurse practitioners may not be used as preceptors for this experience. Nursing students only. Prerequisites NR320, NR330, NR350, NR360, and NR445, Chemistry. (5 credits)

NR 475 LEADERSHIP AND MANAGEMENT IN NURSING

Explores the role of the nurse as leader and manager in a variety of healthcare settings utilizing the four components of spiritual leadership: 1) Sacred vision - reflective practice, strategic planning, and providing vision to followers; 2) Creating meaningful community - Nursing delivery models, evaluating development needs of staff, performance appraisal models, team building techniques, and identifying and managing budget concepts; 3) Meaning and purpose in work - the nurse's role in public policy, quality and safety; and 4) Values - leadership working with the generations and a differing hierarchy of values. Nursing students only. Prerequisites – All prior nursing courses except NR490, or consent of the instructor. (3 credits)

NR 480 LEADERSHIP AND MANAGEMENT PRACTICUM
Applies the concepts in NR480 to 45 practicum hours enabling the student to integrate leadership and management principles into practice by pairing with a nurse leader in a chosen healthcare field. Students implement an agreed upon project utilizing theories and concepts from previous coursework to benefit the facility where the preceptor works. Project presentations are made to the facility and the class at the end of the course. Nursing students only. Prerequisites – NR475 and all prior nursing courses except NUR490 (3 credits)

NR 490 PORTFOLIO (CAPSTONE)
A professional portfolio is initiated and developed during the program to illustrate the fulfillment of each of the learning goals of the Nursing Department. The portfolio will be checked at the beginning of the program for initial set up, at the midterm, and at completion. The student will be required to give a presentation of the portfolio contents, and it must be submitted in its completed form before the student can graduate from the program. (3 credits)

Course Descriptions
SCHOOL OF PROFESSIONAL AND ADULT STUDIES

Graduate

BUSINESS (MBA)

BS 526 ORGANIZATIONAL BEHAVIOR AND ADMINISTRATION THEORY
Drawn from the behavioral and social sciences, this course examines leadership theories and management issues. Students examine leadership behaviors, business relationships, personnel assessment, cultural diversity, organizational stresses, team and group dynamics, and other organizational issues influencing management decisions. (3 credits, 6 weeks)

BS 530 ETHICS AND THE LEGAL ENVIRONMENT
A survey of ethical issues facing management in complex global business situations. Ethical questions are addressed in a case study method, with alternative approaches and solutions analyzed and evaluated. Traditional ethical theories are studied and applied to contemporary business decisions. Students are encouraged to adopt a stakeholder approach that considers the broad ramifications of business actions. Corporate codes of conduct and methods of communicating and enforcing ethical expectations are covered. (3 credits, 6 weeks)

BS 536 ANALYSIS OF MIS
This course is designed to thoroughly educate the graduate student in business with the significant role that information systems play as tools used to improve organizational productivity and profitability.
Operational, decision-making, and strategic uses of IT are examined.
(4 credits, 8 weeks)

BS 540 SEMINAR IN MARKETING STRATEGIES AND E-COMMERCE
This course is an integrated approach to planning and implementing marketing strategies and tactics from a management perspective with an emphasis on the marketing policies necessary for success in the global business community. Also examined are concepts, processes, and decisions associated with marketing through the Internet, with an emphasis on profitability. (3 credits, 6 weeks)

BS 545 CURRENT ECONOMIC ANALYSIS
(Prerequisite: BS 351 Economics: Theory, Concepts, and Issues of Micro and Macro or the equivalent or Economics Tutorial)
This course is designed to help students apply economic analysis in practical management decision-making situations. An effort has been made to minimize the use of advanced math and statistics, while still allowing the

student to use graphical analysis, statistical concepts, and results of statistical analysis to solve managerial problems. (3 credits, 6 weeks)

BS 550 FINANCIAL MANAGEMENT PRACTICES
(Prerequisite: BS 422 Issues in Corporate Finance or the equivalent or Finance Tutorial)
The course is designed to provide students with financial decision-making skills by examining in detail the relationships between financial markets and institutions. Issues related to liquidity, risk management, receivables, payables, cash flow, and capital budgeting are explored. Selected topics in capital valuations, mergers, takeovers, and reorganizations are evaluated. (3 credits, 6 weeks)

BS 555 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT
This course is designed to prepare students for the challenges of running a small business or being an entrepreneur. Students are exposed to planning, organizing, and operating a small business or a new venture. Topics include operations, financial planning and e-business. (3 credits, 6 weeks)

BS 560 QUANTITATIVE METHODS IN BUSINESS
(Must complete statistics tutorial or undergraduate statistics course by the end of the graduate degree)
This course is designed to provide the graduate student in business with the skills to apply the techniques of quantitative analysis to various types of organizational decision-making situations. (3 credits, 6 weeks)

BS 565 INTERNATIONAL BUSINESS AND E-COMMERCE
This course is designed to provide information related to global business strategies and e-commerce from a multinational perspective. Included are such topics as exporting, licensing, joint ventures, strategic alliances, counter trading, foreign subsidiaries, and transplant manufacturing facilities as well as the impact of foreign exchange, balance of trade, and international monetary systems. (3 credits, 6 weeks)

BS 570 ADVANCED MANAGERIAL ACCOUNTING
(Prerequisite: BS 362 Financial and Managerial Accounting or the equivalent)
This course examines accounting information from a managerial perspective. Accounting procedures and practices, which include cost/volume/profit analysis, capital expenditure planning, and financial and capital budgeting, as well as project planning and control will be examined. Practical application will be the main focus of study. Use of spreadsheet applications will be encouraged. (3 credits, 6 weeks)

BS 579 CURRENT ISSUES AND IMPLICATIONS: THE STUDY OF THE EXTERNAL ENVIRONMENT ON INDUSTRY FOR MANAGEMENT PLANNING

This course is designed to explore current issues and recognize trends in the postmodern global business environment. Students will use critical thinking skills and research abilities to predict the global and organizational effects in the field of strategic management. Topics include technology, entrepreneurship, quality, ethics, and an ongoing list of contemporary issues that make up the external environment that organizations operate in. (3 credits, 6 weeks)

BS 580 STRATEGIC PLANNING AND RESEARCH ANALYSIS

This course is designed to integrate the functional areas of business and provide planning skills necessary for improving market share for immediate and future profitability. The strategic planning process is evaluated with emphasis on environmental, social, legal, and market dynamics. Case studies will be utilized, and empirical research will be presented to the class. (3 credits, 6 weeks)

BS 590 MANAGEMENT CONSULTING

(Prerequisite: Completion of all other MBA course work.)
An integrative capstone real-world learning experience in management consulting, taken in a joint effort with the regional North Carolina Small Business Technology Development Centers (SBTDC) in Charlotte and Asheville. Students are required to apply knowledge and skills acquired during the program to the business problems of a real-world organization. (3 credits, 6 weeks)

EDUCATION (K-6) (MAEd)

ED 510 CONTEMPORARY ISSUES INVOLVING DIVERSITY IN THE CLASSROOM

Investigates the variances found in schools today including differences in the ways students learn and approach the act of learning; the effects of cultural differences on learning; students of high ability; ADD, ADHD, and other exceptionalities. Includes assessment plans, interview techniques, and curriculum design. (3 credits, 6 weeks)

ED 515 STUDENT MOTIVATION AND BEHAVIOR

Reviews current research and best practice in the areas of educational psychology, student motivation, brain research, multiple intelligences, learning styles, and classroom management. Includes a review of developmental psychology concepts necessary to understanding children. (3 credits, 6 weeks)

ED 520 CURRICULUM DESIGN AND DEVELOPMENT
Examines issues and problems of planning for teaching and consideration of practical and theoretical aspects of curriculum. Reviews current professional organizational and governmental curriculum standards, state and local curriculum frameworks, including state-testing instruments. Provides guidance in developing objectives, assessments, and strategies in working with a variety of student populations in the inclusive classroom. (3 credits, 6 weeks)

ED 525 EFFECTIVE INSTRUCTIONAL STRATEGIES
This course emphasizes instructional methodology, integrated thematic unit planning in such areas as science and social studies, and inductive approaches to learning. The course enables students to develop strategies for making effective instructional decision, diagnosing needs, incorporating technology into the curriculum, and selecting appropriate instructional objectives. The course presents specific methods (such as reading in the content areas) and philosophies relative to grades K–6 and requires students to research the effectiveness of technology integration and present findings using multimedia presentation tools. (3 credits, 6 weeks)

ED 530 MEASURING AND EVALUATING STUDENT PERFORMANCE
Analyzes assessment and evaluation theory based on developmental criteria from cognitive, social, language, motor, and affective domains. Uses strategies for analyzing both group performance and individual needs using authentic and ecological measures. Applies theoretical foundations for evaluation to a practical experience at the kindergarten through grade six school level. (3 credits, 6 weeks)

ED 535 TEACHER AS RESEARCHER
Reviews current best practice methods as indicated by meta-research. Also reviews data related to student achievement both local and beyond. Provides direction on how to use teacher-developed data to improve students' learning. Provides a framework for the teacher to used data as a basis for professional reflection. (3 credits, 6 weeks)

ED 540 ISSUES, TRENDS, AND PRACTICES IN READING
Presents the latest research, practices, interpretation, methods, materials, and strategies in teaching the language arts. (3 credits, 6 weeks)

ED 545 BUILDING HOME-SCHOOL PARTNERSHIPS
Examines the interrelationship of a child's life in family, school, and community. Studies the role of the family in American society and the effects of various aspects of institutions (political, cultural, and social) on a child. Includes strategies for developing community among students, parents, schools, and neighborhood resources. (3 credits, 6 weeks)

ED 550 ALTERNATIVE METHODS FOR DELIVERY OF CURRICULUM
Researches projected trends in evolving uses of technology in curriculum delivery systems. Includes topics such as compressed video, audio graphics, web delivered instruction, satellite delivered instruction, desktop interactive video, telecourses. Provides hands-on experiences in each of the areas and literature related to the validity of each presentation. (3 credits, 6 weeks)

ED 555 LEGAL ISSUES INVOLVING STAKEHOLDERS IN EDUCATION
Surveys the legal issues evolving in the education profession including constitutional rights of students and teachers, student discipline, special education, teacher liability, tenure, dismissal, and employment discrimination. Presents case studies to which students respond. (3credits, 6 weeks)

ED 560 MASTER'S PROJECT SEMINAR
This course is designed to enable students to complete their action research; to receive constructive support in the writing process of the thesis report, implementing sound research design; to prepare their thesis for publication; and to present an oral summary of their research thesis project. (3 credits, 6 weeks)

FIRST YEAR GRADUATE EXPERIENCE

GE 501 ORIENTATION TO LEADERSHIP AND MANAGEMENT
This course is an introduction to graduate studies and the Christ-centered mission of the college. Topics covered include the relationship between faith and learning; the skills for self- and team-management; working in multiple study teams to increase learning; developing ability, critical thinking, and effective writing skills for analysis, evaluation, and synthesis of leadership and management issues; understanding the program course map; using the student learning log to aid reflective journaling and effective transition from course to course and its resourceful relation to the capstone research project; understanding the operation and benefit of MOLE—students-organizational leaders roundtable—and other related academic topics for successful completion of a graduate degree. MSML only. (3 credit, 6 weeks)

ED 505 ORIENTATION TO GRADUATE STUDIES IN EDUCATION
This course is designed to introduce students to the graduate program and prepare them for success by stimulating advanced thought, dialog, and performance. Course content will focus on the Christ-centered mission of the college, the conceptual framework of the program, student learning styles, worldview, oral communication and presentation skills, writing and research skills, and team building. MAEd only. (3 credit, 6 weeks)

GE 510 INTRODUCTION TO GRADUATE STUDIES
This course is designed to prepare students for business administration graduate studies at Montreat College. Course content focuses on team

building, APA formatting and writing style, library and research skills, oral communication and presentation skills, and especially the relationship of faith and learning in business. The latter topic includes Christian worldview, normative ethics, and biblical stewardship. MBA only(3 credits, 6 weeks)

MANAGEMENT AND LEADERSHIP (MSML)

ML 504 EXPLORING LEADERSHIP AND PERSONAL LEADERSHIP DEVELOPMENT

This course explores leadership traits, styles, roles, and responsibilities of successful leaders over time from Jesus to Jack
Welch. This course seeks to determine the students' individual strengths and develop their weaknesses. This course will challenge the students with case study analysis and real world application. (4 credits, 8 weeks)

ML 510 ORGANIZATIONAL BEHAVIOR

Drawn from the behavioral and social sciences, this course examines leadership theories and management issues. Students examine leadership behaviors, business relationships, personnel assessment, cultural diversity, organizational stresses, team and group dynamics and other organizational issues influencing management decisions. (3 credits, 6 weeks)

ML 512 HUMAN CAPITAL MANAGEMENT

This course explores the critical issues in human resources strategy, leading the organization's most important assets and developing and keeping people. Students will research diversity training programs, best methods for identifying and developing leaders, optimizing organizational performance and compensation programs for effectiveness. (3 credits, 6 weeks)

ML 515 EFFECTIVE COMMUNICATION, NEGOTIATIING AND CONFLICT RESOLUTION

This course surveys the latest theories, models, research, and best practices related to effective communication, conflict resolution, and negotiation. Communication within organizations, between individuals, and to the public is explored through discussing interpersonal skills and the telecommunication mediums that are used formally and informally. (3 credits, 6 weeks)

ML 518 ETHICS AND THE LEGAL ENVIRONMENT

This course is a survey of ethical issues facing management in complex global business situations. Ethical questions are addressed in a case study method, with alternative approaches and solutions analyzed and evaluated. Traditional ethical theories are studied and applied to contemporary business decisions. Corporate codes of conduct and methods of communicating and enforcing ethical expectations are covered. (3 credits, 6 weeks)

ML 520 ACCOUNTING FOR PLANNING AND CONTROLLING
This course seeks to provide students with an understanding of accounting and business transactions, the resulting economics of such transactions, and how these transactions result in financial information that is used in the decision-making process. Central to this course is a critical thinking approach to the understanding of financial reporting for the purpose of planning business activities and controlling the resources of the business. (3 credits, 6 weeks)

ML524 ACCOUNTING AND FINANCIAL SKILLS FOR LEADERSHIP
This course seeks to provide students with an understanding of the basic skills in Accounting and Finance necessary to the business leader. Topics include financial statements, financial statement analysis, budgeting, and time value of money. (8 weeks, 4 credits)

ML 525 MANAGING FINANCIAL RESOURCES
This course seeks to build the intuition, insights, and skills necessary for managers to make informed financial decisions in a complex global environment. Emphasis is placed on the identification, valuation, and management of cash flow. Topics include financial statement analysis, time value of money, asset valuation, hedging, lease financing, bankruptcy, reorganization, mergers, and multinational financial management issues. (3 credits, 6 weeks)

ML 540 MARKETING STRATEGIES FOR MANAGERS AND LEADERS
This course is an integrated approach to planning and implementing marketing strategies and tactics from a management perspective with an emphasis on the discipline of maintaining customer focus in highly diverse local and global markets. The course covers the review of marketing principles by which products and services are designed to meet customer needs and priced, promoted, and distributed to the end users. The course also examines the theory and application of internet marketing. (3 credits, 6 weeks)

ML 542 STRATEGIC PLANNING
This course is designed to integrate the functional areas of an organization, examine the external and internal environments in which they operate and provide planning skills necessary for setting a competitive strategy. The strategic plan is studied as a proactive and reactive process and students have the opportunity to conduct empirical research and develop a plan for business, non-profits or community involvement activities/events. (4 credits, 8 weeks)

ML 562 RESEARCH METHODS IN MANAGEMENT
This course provides a systematic approach to analysis, demonstrating to students the importance of a scientific approach to business research and problem-solving. (3 credits, 6 weeks)

ML 578 CURRENT ISSUES IN MANAGEMENT AND LEADERSHIP
This course is an exploration of current issues and trends in management that affect organization in postmodern business, including developments in entrepreneurship, organization learning, quality, intellectual capital, innovation, venture capitalism, investments, and all other topics that are relevant during the course time. The course emphasizes developing critical-thinking skills and professional communication. (3 credits, 6 weeks)

ML 585 ADVANCED ENTREPRENEURSHIP AND THE INTRAPRENEURIAL SPIRIT
This is a capstone course designed to integrate all courses. Students will develop a business plan for a real entrepreneurial venture or design an intrapreneurial solution to a current leadership issue or community plan. This course prepares the student for the challenges of running a small business or being a leader in an organization or major project. Students are exposed to planning, organizing, and operating a business and incorporating the skills developed as an individual, working with others, the open organizational system and developing a competitive advantage in this final project. (4 credits, 8 weeks)

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M.A.Ed., East Carolina State University

Kim McMurtry..... Executive Assistant to the President
B.A., Montreat College
M.A., Western Carolina University
Tom O. McMurtry.....Vice President for Technology
B.A., Montreat College
M.S., Nova Southeastern University
Jonathan E. Shores, Jr. ..... Vice President for Adult Studies
B.B.A., M.B.A., Campbell University

FACULTY EMERITI

Virginia Buchanan..... Librarian Emeritus
B.A., King College
M.A.L.S., Peabody College
Elizabeth H. Maxwell ..... Emeritus Professor of French and English
A.B., Women's College of North Carolina
M.A., University of North Carolina at Chapel Hill
John T. Newton.....Emeritus Professor of Bible and Philosophy
B.E.E., Georgia Institute of Technology
M.Div., Th.M., Columbia Theological Seminary
Ph.D., Emory University
David L. Parks ..... Emeritus Professor of Bible
B.E.E., Georgia Institute of Technology
M.Div., D.D., Columbia Theological Seminary
Charles Larry Wilson ..... Academic Dean Emeritus
B.S., Springfield College
M.S., State University of New York at Cortland
Ph.D., Florida State University

2011-2012 FULL TIME FACULTY

Adams, Cathy A. (2007) .....Instructor of English Composition
B.A., M.A. State University of Georgia
M.F.A., Pacific Lutheran University
Angle, Kimberly G. (2007) .....Assistant Professor of English
B.A., Mercer University
M.A., Georgia State University
Ph.D., University of South Carolina
Auman, Kevin (2008)..... Instructor of Music
B.A., Montreat College
M.A., University of North Carolina at Greensboro
Blanton, Gregg (1997) ..... Professor of Human Services
B.S., Evangel College
M.Ed., Converse College
M.Ed., Clemson University
Ed.D., East Texas State University
Bobilya, Andrew J. (2005)..... Associate Professor of Outdoor Education
B.S., Montreat College
M.S., Minnesota State University
Ph.D., University of Minnesota
Braboy, Beth (1998).....Associate Professor of Education
B.S., M.A., Ed.D., University of Central Florida

Connelly, Patrick L. (2007) ..... Assistant Professor of History
B.A., University of South Carolina
M.Div., Reformed Theological Seminary
M.A., Emory University
Ph.D., Emory University

Daniel, R. Bradley (1984) ..... Professor of Biology/ES/OE
B.A., M.A., Appalachian State University
M.S., Northern Illinois University
Ph.D., Antioch University

Davis, Lloyd J. (1979) ..... Professor of Mathematics and Physics
B.A., M.A., Miami University, Ohio

Diggs, Allen Max (2010).....Assistant Professor of Education
B.A., University of North Carolina at Charlotte
M.S., Appalachian State University
Ed.D, Appalachian State University

Dukas, Stephen (2009) ..... Assistant Professor of Accounting/Finance
B.S., Florida State University
Ph. D., Florida State University

Faircloth, William Bradley ..... Assistant Professor of Psychology
B.A., M.A., Ph.D., University of Notre Dame

Forstchen, William R. (1993) ..... Professor of History, Faculty Fellow
B.A., Rider College
M.A., Ph.D., Purdue University

Gorman, Kevin J. (1996)..... Professor of Business
B.S.Ed., University of Massachusetts
M.B.A., California State University at Fresno
Ph.D., Texas A & M University

Gray, Richardson K. (1975)..... Professor of English
B.A., Malone College
M.A., Ph.D., Ohio University

Hernández, Horacio A. (2004) .....Associate Professor of Spanish
B.A., University Autónoma de Santo Domingo
M.A., Ph.D., University of New York at Albany

Horning, Anthony C. (2007) .....Assistant Professor of Education
B.A., M.Ed., University of South Florida

Howell, Cynthia M. (2005).....Associate Professor of English
B.A., Baylor University
M.A., Vanderbilt University
Ph.D., University of Kentucky

Joyce, Brian J. (1996).....Professor of Biology/ES
B.S., M.S., Ph.D., Pennsylvania State University

Kalisch, Kenneth R. (2008).....Associate Professor of Outdoor Education
B.S., University of Nebraska at Omaha
M.S., Minnesota State University

King, Don W. (1974) ..... Professor of English
B.A., Virginia Polytechnic Institute
M.A., Southern Illinois University
Ph.D., University of North Carolina at Greensboro

Konarski-Fusetti, Monica (2001).....Instructor of English
B.A., M.A., East Carolina University

Lassiter, Mark T. (1992).....Professor of Biology/ES
B.S., M.A., College of William and Mary
Ph.D., North Carolina State University

Martin, Martha (2006) ..... Instructor/Public Services Librarian
B.A., University of North Dakota
M.L.I.S., University of North Carolina Greensboro
McCarthy, Mark M. (2004) ..... Associate Professor of History
B.A., Calvin College
B.A., M.A., University of Iowa
M.A., Ph.D., University of Notre Dame
Nelson, Barbara (2009)..... Associate Professor of Nursing
BSN, University of Colorado
MSN, University of Nevada, Las Vegas
Ed.D, University of Northern Colorado
Nihart, Constance L. (2005).....Assistant Professor of Education
B.A., Mars Hill College
M.A., Western Carolina University
Ed.D., University of Phoenix
Njoku, Matthew (2008)..... Assistant Professor of Finance
B.S., M.B.A., Binghamton University
Owen, Paul L. (2001).....Associate Professor of Biblical and Religious Studies
B.A., Life Pacific College
M.A., Talbot School of Theology, Biola University
Ph.D., University of Edinburgh
Owolabi, Isaac B. (1994) ..... Professor of Business
B.S., M.S., University of Wisconsin
Ph.D., University of Minnesota
Oxenreider, Anne (2007) .....Instructor of English
B.A., Wheeling Jesuit College
M.A., Appalachian State University
M.A., Western Carolina University
Oxenreider, Tom (2008) .....Instructor of Interdisciplinary Studies
B.A., University of Pittsburgh at Johnstown
M.B.A., Wheeling Jesuit College
Pearson, Elizabeth R. (1978)..... Professor/Director of the Library
B.S., University of North Carolina at Greensboro
M.S.L.S., University of North Carolina at Chapel Hill
Powell, John N. (2005) .....Associate Professor of Business
B.A., Mars Hill College
M.B.A., Western Carolina University
D.B.A., Argosy University
Proppe, Darren (2010).....Assistant Professor of Biology /ES
B.S., Texas A&M University
M.S., Eastern Kentucky University
Ph.D., University of Alberta
Shepson, Donald R. (2005).....Associate Professor of Biblical and Religious Studies
B.A., Wheaton College
M.Div., Gordon Conwell Theological Seminary
Ph.D., Talbot School of Theology, Biola University
Shores, James W. (1997).....Associate Professor of Communication /ES
B.A., M.S., University of North Carolina at Chapel Hill
Ph.D., Regent University
Shuman, Dorothea K. (1996)..... Professor of OE/Environmental Studies
B.S.Ed., State University College at Cortland
M.S., Pennsylvania State University
Ph.D., University of Idaho

Southerland, James D. (1987)..... Professor of Art
B.F.A., East Carolina University
M.F.A., Pennsylvania State University
Sperry, David P. (1999).....Assistant Professor of Outdoor Education
B.A., Houghton College
M.S.Ed., Alfred University
Stackhouse, Eunice W. (1996) .....Professor of Music
B.M.E., Grace College
M.M., Indiana University School of Music
D.M.A., University of Kansas
Teo, Jeff Y. (2004)..... Associate Professor of Computer Information Systems
B.S., M.S., Western New England College
Ed.S., Ph.D., Nova Southeastern University
Van Brocklin, Gary R. (2008)..... Professor of Biblical, Cross-Cultural Studies
B.A., Stanford University
M.Div, D.Min., Fuller Theological Seminary
Wells, Mark A.(2006) ..... Associate Professor of Ethics/Philosophy
B.A, Friends University
M.A., Fuller Theological Seminary
Ph.D., Baylor University
White-Hinman, Callan (2007) .....Associate Professor of Theatre Arts
B.A., DeSales University
M.F.A., California State University, Long Beach
Wilds, Timothy (2009)..... Assistant Professor of Music
B.M., Covent College
M.M., Westminster Choir College
Wilson, Melissa R. (2006).....Lab Coordinator, Biology
B.S., Montreat College
Woodworth, Stephen L. (2003).....Chaplin, Instructor of Biblical and Religious Studies
B.S., Montreat College
M.Div., Gordon Conwell Theological Seminary

2011-2012 ADJUNCT FACULTY
SCHOOL OF PROFESSIONAL AND ADULT STUDIES

Adams, Nolan (Scott).....Business, Computer Science
B.A., Montreat College
M.B.A., Baker College
Ph.D., Capella University
Anderson, Hicks.....Business
B.B.A., University of Mississippi
M.B.A., University of Mississippi
Ave'Lallemant, Timothy.....Mathematics
B.A., University of Wisconsin
M.S., Institute of Paper Chemistry
M.S., University of Akron
Baker, Octavia.....Bible, Business
B.S., Mercer University
M.S.A., Georgia State University
Ph.D., Gordon-Conwell Theological Seminary
Baldwin, Frances.....Nursing
B.S.N., UNC Chapel Hill

M.S.N., Duke University

Barron, Sue.....English
B.A., Mars Hill College
M.A., Western Carolina University

Bayode, Bola.....Business
B.S., Ogun State University
M.B.A., Strayer University
Ph.D., Walden University

Boe, Christopher.....Education
B.S., University of North Carolina
M.Ed., University of North Carolina
Ph.D., Bernelli University

Bogard, Debbie.....English
B.A., University of Texas
M.A., California State University

Booth, Rosemary.....Business
B.A., Marquette University
M.B.A., Iona College
Ph.D., University of Kentucky

Boyce, Jeff.....Business
B.S. Michigan Technological University
M.B.A. Ashland University
Ph.D., Capella University

Brandon, Cecil.....Business
B.S., University of Alabama
M.B.A., Keller Graduate School

Brandon, Paul.....Business
B.S., California Institute of Technology
M.A., Harvard University
Ph.D., Harvard University

Britt, Deborah.....Mathematics
B.A., East Carolina University
M.A., East Carolina University
Ph.D., Ohio University

Brown-Cayruth, Desmona.....Accounting
B.A., South Carolina State University
M.S., Strayer University

Busby, Walter (Buzz).....Business Law
B.S., Louisiana State University
J.D. Law, Louisiana State University

Carlin, Eve.....Business Law
B.A., St. Clairs College
M.A., Marist College
J.D. Law, Hofstra University

Cellamare, Alan.....Business
B.A., University of South Florida
M.B.A., Seattle University
M.Div., Gordon Conwell
D.Min., Gordon Conwell

Chuprevich, Robert.....Bible, Business
B.S., Bryant College
M.S., Western Carolina University
D.Min., Erskine Theological Seminary

Clark, David.....Science
B.S., Illinois State University
M.S., Illinois Wesleyan University
Ph.D., Illinois State University
National Board Certified – Physics
Corbitt, Chris.....Science
B.A., North Carolina State University
M.S., East Carolina University
Corbitt, Lisa.....Science
B.S., North Carolina State University
M.S., East Carolina University
Davis, Gary.....Business
B.S., University of North Carolina
M.A., Western Carolina University
M.S., Western Carolina University
Ph.D., North Carolina State University
Davis, Lloyd.....Math
B.A., Miami University
M.A., Miami University (Ohio)
Diehl, Sue.....Reference Librarian
B.S., University of Tennessee
M.S., University of Tennessee
Dreisbach, Priscilla.....English
B.S., Geneva College
B.S., Bob Jones University
M.A., Western Carolina University
Dukas, Stephen.....Business
B.A., Florida State University
Ph.D., Florida State University
Dunlap, Linda.....Education
B.A., Glenville State College
M.A., West Virginia University
Ed.D., West Virginia University
Ellis, Cindy.....Education
B.S., University of Missouri
M.S., University of Texas
Ph.D., University of Kansas
Elniff, Terry.....Business, History
B.S., John Brown University
M.A., Western Carolina University
M.B.A., Western Carolina University
Farr, Larry.....Music
B.A., Illinois Wesleyan University
M.Ed., University of Illinois
Ferguson, Mathis Ray.....Education
B.S., Western Carolina University
M.A.E. Western Carolina University
Ph.D., Western Carolina University
Fox, Joseph.....Business
B.S., Pfeiffer College
M.B.A., Western Carolina University
Ed.D., Western Carolina University

Frazier, Jane.....Bible and Religion
B.A., Agnes Scott College
M.T.S., Gordon-Conwell Theological Seminary
M.Ed., Covenant College
Freeman, Glen (GT).....Business
B.S., North Carolina State University
M.B.A., University of North Carolina
Freeman, Helen.....Nursing
B.S.N., East Tennessee State University
M.S.N., East Carolina University
Gaffigan, Charles.....Math
B.A., UNC Chapel Hill
M.A., Western Carolina University
Gibbs, Mark.....Bible and Religion
B.A., Montreat College
M.A., Gordon –Conwell University
Ph.D., University of Wales
Glass, Mariana.....Psychology
B.S., University of North Carolina
M.A., Gordon-Conwell Theological Seminary
Goldfaden, Brenda.....Music
B.A., Mercer University
M.A., Peabody Conservatory of Music
Goodson, Laura.....English
B.A., Oberlin College & Queens College
M.A., University of North Carolina
Gorman, Clint.....Business
B.B.A., Montreat College
M.B.A., Montreat College
Gorman, Kevin.....Business
B.S., University of Massachusetts
M.A., California State University
Ph.D., Texas A & M University
Graves, Ellanor.....Education
B.A., University of North Carolina
M.Ed., University of North Carolina
Ed.D., North Carolina State University
Gray, Richardson.....English
B.A., Malone College
M.A., Ohio University
Ph.D., Ohio University
Griffin, Robert.....Business
B.B.A., Montreat College
M.B.A., Montreat College
Hall, Robert.....History
B.A., Greenville College
M.Ed., Florida-Atlantic University
M.A., University of North Carolina
Harding, John.....Arts
B.M., Oberlin College
M.M., The Catholic University of America
D.M.A., University of Miami

Harshbarger, Jack.....Business
B.S., University of Cincinnati
M.B.A., University of Rochester
Heath, Jeanne.....Math
B.S., University of Florida
M.Ed., University of Florida
Hendrickson, Patricia.....Education
B.B.A., Montreat College
M.Ed., Francis Marion University
Hogsed, Daryle .....History
B.A., Gardner-Webb University
M.A., Western Carolina University
Howard, Jack.....Business/Math
B.S., Kings College
M.A., Queens College
Howell, Cynthia.....English
B.A., Baylor University
M.A., Vanderbilt University
Ph.D., University of Kentucky
Howell, Timothy.....Bible and Religion
B.A., Tennessee Temple University
M.Div., Temple Theological Seminary
Huddleston-Edwards, Sandra.....English
B.A., University of North Carolina, Charlotte
M.A., University of North Carolina, Charlotte
Jones, Ruby.....Education
B.A., Winston-Salem State University
M.A., University of North Carolina
Ph.D., University of North Carolina
Kariuki, Zachary.....Business
M.A., Erskine Theological Seminary
M.Div., Erskine Theological Seminary
Kessler, Steven.....Business
B.S., University of Houston
M.B.A., University of Houston
King, Don.....English
B.A., Virginia Polytechnic Institute & State University
M.A., Southern Illinois University
Ph.D., University of North Carolina
Klipowicz, Steven.....Bible
B.A., University of Illinois
M.Div., Trinity Evangelical Divinity School
Ed.D., University of Illinois
Konarski Fusetti, Monica.....English
B.A., East Carolina University
M.A., East Carolina University
Kuralt, Kristen.....Math
B.S., Appalachian State University
M.A., Appalachian State University
Lippitt, Linda.....Education
B.A., Duke University
M.A., University of New Mexico
Ph.D., University of New Mexico

Loelius, William.....Business
B.B.A., Montreat College
M.B.A., Montreat College
Lonon, Deborah.....English
B.A., Adrian College
M.A., University of North Carolina
Martin, Martha.....Reference Librarian
B.A. University of North Dakota
M.L.I.S., University of North Carolina
Marzano, Lisa.....English
B.S., Fontbonne College
M.S. Fontbonne College
M.B.A., Webster University
M.F.A., Spalding University
Mashburn, Michael.....Math
B.A., UNC Asheville
M.A., Western Carolina University
Mathis, Ted.....Psychology
B.A., Mars Hill College
M.A., Appalachian State University
Mazzatenta, Ernie.....Communication
B.A., Kent State University
M.S., Northwestern University
Mbemba, Augustin.....Business
B.S., University of Brazzaville
M.A., University of Paris VII, France
M.A., University of Paris IX, France
Ph.D., University of Paris X, France
Mburu, Elizabeth.....Bible
B.S., Kenyatta University
M.A., Northwest Baptist Seminary
M.Div., Nairobi International School of Theology
Ph.D., Wake Forrest University
McGlade, Kristine.....Business
B.B.A., Montreat College
M.Ed., University of North Carolina
Mitchell, Grace.....English
B.A., Transylvania University
M.A., University of North Carolina, Chapel Hill
Ph.D., University of Kentucky
Mosely, Jackie.....Business
B.S., Winthrop University
M.B.A., Winthrop University
Murray, Peter.....Business
B.A., University of Notre Dame
M.B.A., University of Pennsylvania – Wharton School
Myatt, Kathy.....Nursing
B.S.N., University of Missouri
M.S.N., University of Colorado
Nihart, Constance.....Education
B.A., Mars Hill University
M.A., Western Carolina University
Ed.D., University of Phoenix

Njoku, Matthew.....Business
B.S., State University of New York Binghamton
M.B.A., State University of New York Binghamton
Odiaka, Emeka.....Business
B.S., Yaba College of Technology
M.B.A., Ogun State University
Ph.D., Walden University
Onufer, Debra.....Education
B.S., Evangel University
M.Ed., Eastern University
Owen, Paul.....Biblical and Religious Studies
B.A., Life Pacific University
M.A., Biola University
Ph.D., The University of Edinburgh
Owolabi, Isaac.....Business
B.S., University of Wisconsin-Stout
M.S., University of Wisconsin-Stout
Ph.D., University of Minnesota
Oxenreider, Anne.....English
B.A., Wheeling Jesuit University
M.Ed., Appalachian State University
Oxenreider, Tom.....Business
B.A., University of Pittsburgh
M.B.A., Wheeling Jesuit University
Patterson, Susan.....Nursing
B.S.N., Benedictine University
M.S.N., University of Illinois
Petty, Norman.....Business
B.A., Wheaton College
M.A., Georgia State University
Ph.D., University of North Carolina
Poole, Ritta.....Business
B.B.A., Montreat College
M.B.A., Montreat College
Powell, John (Hub).....Business
B.B.A., Mars Hill College
M.B.A., Western Carolina University
D.B.A., Argosy University
Priddy, Carroll Sue.....Business
B.A., Mars Hill College
M.S., Western Carolina University
Rayment, Lauren.....Psychology
B.A., Montreat College
M.A., Liberty University
Sanders, Carolyn.....Education
B.A., Florida State University
M.Ed., Georgia State College & University
Sheets, Don.....Science
B.S., North Carolina State University
M.S., Central Michigan University
Shepson, Don.....Bible
B.A., Wheaton College
M.A., Gordon Conwell Theological Seminary

Sherrill, Debra.....Business
B.S., University of North Carolina
M.B.A., Wingate University
Ph.D., Capella University
Simmons, I-Eesha.....Human Resources
B.A., UNC-Charlotte
M.S., Pfeiffer University
Sowers, Sid.....History
B.A., University of North Carolina
M.A., Appalachian State University
Sperry, Dave.....Human Development
B.A., Houghton College
M.S., Alfred University
Spicuzza, Robert.....Natural Science, Math
B.S., Worcester Polytechnic Institute
M.S., University of Connecticut
Ph.D., University of Connecticut
Suttles, Jerry.....Math
B.S., Davidson College
M.S., Clemson University
Swiatkiewicz, Shannon.....Health
B.S., University of New England
M.S., University of Utah
Taylor, Diana.....Psychology
B.A., University of North Carolina, Greensboro
M.S., Winthrop University
Ph.D., Regent University
Taylor, William.....Business
B.S., University of Tennessee
M.S., Western Carolina University
Teo, Jeff.....Computer Science
B.S., Western New England College
M.S., Western New England College
Ph.D., Nova Southeastern University
Van Brocklin, Marlene.....Bible and Religion
B.A., Whitworth College
M.A., Fuller School of World Mission
Voss-Coleman, Nancy.....Nursing
B.S.N., Rutgers University
M.S.N., Villanova University
Wallace, Tom.....Business
B.S., Gardner-Webb University
M.B.A., Montreat College
Walters, Dave.....Business
B.S., Florida State
M.S., Central Michigan University
Walton, Steven.....Music
B.A., University of Houston
M.M., The Julliard School
Ward, Marrion.....Education
B.A., Mary Washington College
M.S., Radford University
Ed.D., Appalachian State University

Wells, Mark.....Ethics & Philosophy
B.A., Friends University
M.A., Fuller Theological Seminary
Ph.D., Baylor University
Wencel, Mark.....Business
B.S., University of Pittsburgh
M.A., University of Pittsburgh
Wisseh, Ruth.....English, History
B.A., University of Liberia
M.A., University of North Carolina
M.S., Queens College
Yelton, James (Don).....Science
B.A., Asheville-Biltmore College
M.S., East Tennessee State University
M.S., Clemson University

ADMINISTRATIVE AND PROFESSIONAL STAFF SCHOOL OF ARTS AND SCIENCES

Scott Adams ..... Chief of Campus Police
Michael Bender..... Head JV Baseball Coach/Assistant Varsity Baseball Coach
Daniel Bennett ..... Assistant Dean of Students
Keri Boer..... Admissions and Student Financial Services
Carly Braendel.....Manager of Campus Bookstore and Document Center
Deborah Capell..... Switchboard, Receptionist
Annie Carlson ..... Director of Communications
Dave Carr ..... Director, Auxiliary Services & Facilities Management
Jane Carter..... Director of Counseling Services
Sandra Chamberlain.....Assistant to the Senior Vice President and Provost
Jim Dahlin..... .....Director of Student Activities/ RD for Davis Hall
Shane Dasher.....Head Men's Soccer Coach
Sue Diehl ..... Reference Librarian
Joy Dorr..... .....Director of Student Accounts, SAS
Alan Edwards ..... Environmental, Health and Safety Coordinator
Becky Frawley ..... Associate Academic Dean and Institutional Effectiveness
Shermon Gardner..... Information Systems Support Specialist
Patti Guffey.....Controller
Paul Hawkinson ..... Network Administrator
Joan Herrman.....SPAS Financial Aid Awarding Specialist
Joey Higgins ..... Director of Enrollment Marketing and Communication
Caleb Hofheins.....Enrollment Operations Coordinator
Amanda Hollifield.....Associate Athletic Director
Lynn Holman .....Library Services Manager
Brooke Jackson .....Co-head Women's Basketball Coach
Craig Jackson .....Co-head Women's Basketball Coach, Athletic Director
Dave Johnson .....Backcountry Programs Coordinator
Cathy Adams ..... Director of the Writing Center
Rachel Kauffman .....Admissions Data Coordinator
Mike Landis .....Web Developer
Jessica Langston....Sr. Assist. Dir. of Records and Registration for SAS and Advising

Lisa Lounsbury.....Financial Aid Awarding Specialist
Martha Martin .....Public Service Librarian
Merrill McCarthy..... Director of the Office of Records and Registration
Shirley McIntosh ..... Director of Student Success
Christine Mooberry ..... Head Volleyball Coach
Scott Mooberry..... Assistant to the Vice President for Advancement
Ines Mueller.....Graphic Design
Courtney Nash .....Head Women's Soccer Coach
Mark Neely .....Head Athletic Trainer
Barbara Nelson ..... Director of Nursing
Matt Njoku ..... Director of Center for Entrepreneurship
Sandra Owen..... Administrative Assistant for Student Services
Tom Oxenreider..... Assistant Dean for Work & Vocation
Elena Pashina.....Admissions Counselor
Margot Payne... ...Assoc. Director of the Office of Records and Registration for SPAS
Elizabeth Pearson..... Director of the Library
David Pennell .....Golf Coach/Director of Intramural Sports
Mandi Pike .....Admissions Counselor
Teresa Price .....Director of Auxiliary Services
Tony Robinson..... Director of Enrollment Development and Outreach
John Rogers.....Director of the Team and Leadership Center
Kelly Rosky..... Director of Advancement Services
Caleb Snyder .....Head Cross-Country and Track and Field Coach
Amy Sperry.....Director of Advancement and Alumni Communications
Dave Sperry.....Director of Backcountry
Lee Swanson .....Head Women's Softball Coach
Don Talley ..... Library Media Coordinator
Linda Thompson.....Director of Health Services
Dave Walters.....Director of Development
Lincoln Walters .....Head Men's Basketball Coach
Kevin Warth.....Records Specialist, Office of Records and Registration
Henry Watkins.....Campus Police
Michelle Weeks..... Assistant Dean for Residence Life/ RD for Anderson Hall
Stephen Woodworth.....Chaplain
Arla Yeatman.....SAS Financial Aid Coordinator
Joshua Yeatman..... Information Systems Support Specialist

ADMINISTRATIVE AND PROFESSIONAL STAFF
SCHOOL OF PROFESSIONAL AND ADULT STUDIES

Julia Pacilli.....Asheville Regional Director
Vacant.....Charlotte Regional Director
Carolyn Sanders.....Director of Faculty Services
Priscilla Dreisbach.....Director of Curriculum Services
Merrill McCarthy.....Director of Records & Registration/VA Help Desk
Margot Payne.....Assoc. Dir. of Records & Registration
Kevin Warth.....Records Specialist, Office of Records & Registration

ASHEVILLE & BLACK MOUNTAIN

Jessica Cannon.....Admissions Specialist
TBA.....Admissions Specialist
Stephen Dukas.....Full time Faculty/Business
Kevin Gorman.....Full time Faculty/MBA Director
Ethel Kelly.....Academic Advisor
Cindy Kirkland.....Senior Academic Advisor
Cindy Howell.....Full time Faculty/English
Isaac Owolabi.....Full time Faculty/Business
Lezette Zepeda-Parks.....Asheville Campus Coordinator/ Receptionist
TBA.....Assistant to the Vice President for SPAS
Devika Penland.....Faculty Services/Administrative Support
Sara Varnado.....Academic Advisor

CHARLOTTE

Kimberly Caldwell.....Academic Advisor
Nicole Callahan.....Student Accounts Specialist
Desmona Brown-Cayruth.....Director of SPAS Student Financial Services
Max Allen Diggs.....Full Time Faculty/ Education
Monica Konarski Fusetti.....Full time Faculty/English
Glenda Gibson.....Admissions Specialist
Patricia Hendrickson.....Faculty Services Coordinator
Carmen Hernandez.....Assistant Director of SPAS Student Financial Services
Roderick Lorenzen.....Charlotte Campus Coordinator
LaShanda Cotto.....Administrative Assistant
Diane Monroe.....Admissions Specialist
Barbara Nelson.....Full time Faculty/BSN Director
Matt Njoku.....Full time Faculty/Business
TBA.....Full Time Faculty/ MSML Director
Mary Serrano.....Academic Advisor
Angela Strong.....Senior Academic Advisor
Ammaria Smith.....Academic Advisor

Campus Facilities

MAIN CAMPUS BUILDINGS

Gaither Hall (1935, later renovated) houses the President's Office, Advancement Office, Alumni Office, Public Information Office, Office of Records and Registration, Finance Office, Admissions Office and Financial Aid Office. Gaither Chapel, classrooms, a language and music laboratory, music faculty offices, and the Fellowship Hall are also located in Gaither Hall. Gaither hall is an AED (automatic defibrillator) station. This building was given to the College by Mrs. R. C. Anderson as a memorial to her parents, Mr. and Mrs. Thomas Hall Gaither.

McGowan Center for Christian Studies (1998) provides classrooms, conference and seminar rooms and offices for the Biblical, Religious and Interdisciplinary Studies Department and Chaplain. It also features the 212-seat Chapel of the Prodigal with a fresco based on the return of the prodigal son by internationally known artist Ben Long.

L. Nelson Bell Library (1972, later renovated) is a centrally located facility containing more than 83,000 bound volumes, access to numerous full-text journals, study rooms, and a computer lab available for student and community use. The Bell Library belongs to a coalition of college libraries, which greatly enhances study and research by making more than 500,000 volumes available from colleges throughout Western North Carolina. The College has a campus wide fiber-optic computer network linking the computer lab with the campus and providing access to the Internet. Lower Nelson Bell Library also houses Student Health and Counseling Services, and this building is an AED (automatic defibrillator) station.

Hamilton Gallery (1997) is located on the mezzanine of the L. Nelson Bell Library and provides space for student art as well as traveling and local exhibitions.

Morgan Science Building (1969, later renovated) provides ample classroom space for science and mathematics classes and well-equipped laboratories. In addition, it includes the offices of the Natural Sciences department, a large lecture hall, and a seminar room.

McAlister Gymnasium (1954, later renovated) provides classroom facilities for health, physical education and outdoor education disciplines. The structure also houses the offices of the Outdoor Education Department, the Physical Education faculty, and the athletic coaches. This building is an AED (automatic defibrillator) station. In addition are locker rooms, an athletic training facility, a weight room, and the gymnasium.

McLeod Hall (renovated) houses the offices of the Social Sciences Department, the English and Foreign Languages Department, and the Theatre faculty.

Anderson Hall (1968, later renovated), air-conditioned with private baths and an elevator, provides residence for 144 women. The five-story building has a spacious lobby and is carpeted throughout.

McGregor Hall (1942, later renovated), an air-conditioned residence hall for upper-class women, features an extensive lobby dominated by a large stone fireplace.

Davis Hall (1964, later renovated) is an air-conditioned men's residence hall accommodating 102 students. It has a private lounge and reception area and baths on each floor.

Howerton Hall (1979, later renovated), an air-conditioned men's residence hall housing 112 students, has private or adjoining baths for all rooms.

Howerton Dining Hall (1950, later renovated) provides food service for students, faculty and staff, and guests. A small, private room is also available for group meetings. This building is an AED (automatic defibrillator) station.

W. H. Belk Campus Center (1985) is centrally located on campus beside Gaither Hall. This structure includes a large mall area with student mail boxes; the Cavalier Café; the campus bookstore; document center; the offices of Academic Affairs, Student Life, and the Business and Art faculty; classrooms; and computer labs.

Anderson House (1912), the former residence of founding President Dr. and Mrs. R. C. Anderson, serves as the president's home and is a comfortable setting for special occasions and receptions.

Newell Athletic Field (1982), with a spectacular view of the mountains, contains the collegiate baseball field, which was literally carved out of the mountainside. Physical education classes and intramural sports are also conducted on this field.

Black Mountain Campus (2001), the 89-acre wooded setting is three miles from the main campus. Originally the summer home of electrical industrialist F. S. Terry, the Black Mountain campus consists of a 24,000 square foot Manor House with indoor pool, gymnasium, and guest rooms, as well as a dozen other buildings, including the Administrative Building for the School of Professional and Adult Studies. At present the Manor House provides space for the classroom and offices for the Education faculty. The campus also includes athletic fields for softball and soccer.

OTHER FACILITIES IN MONTREAT USED BY THE COLLEGE

The Montreat Conference Center provides facilities often used by Montreat College which include:

The Assembly Inn, an attractive conference hotel across Lake Susan from the College campus, accommodates 180 overnight guests. The spacious lobby, dining room, seminar conference rooms, and a convocation hall are available for College use. Parents and friends of students will find comfortable accommodations here. For reservations, write the Assembly Inn, Montreat, NC 28757, or call (828) 669-2911.

Tennis courts are used for College teams, classes, and personal play.

Anderson Auditorium, the year-round assembly hall which seats more than two thousand people, is available for College commencements, concerts, and convocations. It also houses four classrooms and a small auditorium for drama and concerts.

The Barn serves as the Montreat center for square dances.

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MONTREAT COLLEGE

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